

EEOC FORM 715-01 PART A - D	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT			
For period covering October 1, 2012, to September 30, 2013.				
PART A Department or Agency Identifying Information	1. Agency		1. U.S. Department of Energy	
	1.a. 2 nd level reporting component		Bonneville Power Administration	
	1.b. 3 rd level reporting component			
	1.c. 4 th level reporting component			
	2. Address		2. 905 NE 11th Avenue	
	3. City, State, Zip Code		3. Portland, OR 97232	
	4. CPDF Code	5. FIPS code(s)	4. DN82	5.
PART B Total Employment	1. Enter total number of permanent full-time and part-time employees			1. 2914
	2. Enter total number of temporary employees			2. 94
	3. Enter total number employees paid from non-appropriated funds			3. 3008
	4. TOTAL EMPLOYMENT [add lines B 1 through 3] BPA Employees are Non-Appropriated			4. 3008
PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		1. Elliot E. Mainzer Acting Administrator/Chief Executive Officer	
	2. Agency Head Designee		2. Godfrey C. Beckett, Manager Civil Rights and EEO, GM-340-15	
	3. Principal EEO Director/Official Official Title/series/grade		3. Godfrey C. Beckett, Manager Civil Rights and EEO, GM-340-15	
	4. Title VII Affirmative EEO Program Official		4. Godfrey C. Beckett, Manager Civil Rights and EEO, GM-340-15	
	5. Section 501 Affirmative Action Program Official		5. Godfrey C. Beckett, Manager Civil Rights and EEO, GM-340-15	
	6. Complaint Processing Program Manager		6. Judy L. Rush, EEO Specialist	
	7. Other Responsible EEO Staff		Anthony Jackson, EEO Specialist, EEO Lead Counselor and Alternative Dispute Resolution Manager	
Lidia R. Navarro, EEO Specialist, Hispanic Employment and People with Disabilities Program Manager				
Judy L. Rush, EEO Specialist and Federal Women's Program Manager				

EEOC FORM 715-01 PART A - D		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT		
PART D List of Subordinate Components Covered in This Report N/A		Subordinate Component and Location (City/State)		CPDF and FIPS codes
		N/A		
EEOC FORMS and Documents Included With This Report				
*Executive Summary [FORM 715-01 PART E], that includes:		X	X	*Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G]
Brief paragraph describing the agency's mission and mission-related functions		X	X	*EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01PART H] for each programmatic essential element requiring improvement
Summary of results of agency's annual self-assessment against MD-715 "Essential Elements"		X	X	*EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I] for each identified barrier
Summary of Analysis of Work Force Profiles including net change analysis and comparison to RCLF		X	X	*Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-01 PART J]
Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies		X	X	*Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans
Summary of EEO Plan action items implemented or accomplished		X	X	*Copy of data from 462 Report as necessary to support action items related to Complaint Processing Program deficiencies, ADR effectiveness, or other compliance issues
*Statement of Establishment of Continuing Equal Employment Opportunity Programs [FORM 715-01 PART F]		X	N/A	*Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects
*Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements		X	X	*Organizational Chart

EEOC FORM 715-01 PART E	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Bonneville Power Administration	For period covering October 1, 2012, to September 30, 2013.	
EXECUTIVE SUMMARY		
<p>About BPA</p> <p>The Bonneville Power Administration (BPA) is a federal nonprofit agency based in the Pacific Northwest. Although BPA is part of the U.S. Department of Energy, it is self-funding and covers its costs by selling its products and services. BPA markets wholesale electrical power from 31 federal hydro projects in the Columbia River Basin, one nonfederal nuclear plant and several other small nonfederal power plants. The dams are operated by the U.S. Army Corps of Engineers and the Bureau of Reclamation. About one-third of the electric power used in the Northwest comes from BPA.</p> <p>BPA also operates and maintains about three-fourths of the high-voltage transmission in its service territory. BPA's service territory includes Idaho, Oregon, Washington, western Montana and small parts of eastern Montana, California, Nevada, Utah and Wyoming. As part of its responsibilities, BPA promotes energy efficiency, renewable resources and new technologies. The agency also funds regional efforts to protect and rebuild fish and wildlife populations affected by hydroelectric power development in the Columbia River Basin.</p> <p>BPA is committed to providing public service and seeks to make its decisions in a manner that provides opportunities for input from all stakeholders. In its vision statement, BPA dedicates itself to providing high system reliability, low rates consistent with sound business principles, environmental stewardship and accountability.</p> <p>Mission</p> <p>The Bonneville Power Administration's mission as a public service organization is to create and deliver the best value for our customers and constituents as we act in concert with others to assure the Pacific Northwest:</p> <ul style="list-style-type: none"> • An adequate, efficient, economical and reliable power supply; • A transmission system that is adequate to the task of integrating and transmitting power from federal and non-federal generating units, providing service to BPA's customers, providing interregional interconnections, and maintaining electrical reliability and stability; and • Mitigation of the Federal Columbia River Power System's impacts on fish and wildlife. <p>BPA is committed to cost-based rates, and public and regional preference in its marketing of power. BPA will set its rates as low as possible consistent with sound business principles and the full recovery of all of its costs, including timely repayment of the federal investment in the system.</p> <p>Vision</p> <p>BPA will be an engine of the Northwest's economic prosperity and environmental sustainability. BPA's actions advance a Northwest power system that is a national leader in providing:</p> <ul style="list-style-type: none"> • High reliability; • Low rates consistent with sound business principles; • responsible environmental stewardship; and • Accountability to the region. <p>We deliver on these public responsibilities through a commercially successful business.¹</p>		

¹ Our public responsibilities are defined by the four characteristics listed above

EXECUTIVE SUMMARY

BPA Strategic Objectives

Strategic objectives are the major, long-term outcomes we pursue across our entire business to fulfill BPA's mission and vision. The overall purpose of our strategic objectives is to uphold the "four pillars" of our vision for the Northwest power and transmission system: System reliability, low rates, environmental stewardship and regional accountability. Our objectives are organized into four interdependent dimensions or "balanced scorecard" perspectives: Stakeholder, Financial, Internal Operations and People & Culture. These four perspectives are used to help gauge our health and progress across all dimensions of our business and organization in a balanced way.

BPA's FY 2012 – 2017 People and Culture Strategic Business Objectives:

1. High Performance (P1) – We excel with clear performance and expectations to deliver the mission.
2. Right Composition & Size (P2) – Our workforce is diverse and of the right composition to flexibly adjust to evolving business needs.
3. Right Skills & Competencies (P3) – We develop skills and competencies needed to meet current and future business challenges.
4. Positive Work Environment (P4) – We demonstrate safety, accountability and high engagement while modeling the agency core values.

BPA's Equal Employment Opportunity and Civil Rights Vision and Mission Statements align with BPA's business objectives:

Vision:

Support Bonneville Power Administration's business success by promoting diverse, productive and professional relationships within BPA's workforce.

Mission:

Maintain a continuing affirmative program to promote equal opportunity and to identify and eliminate discriminatory practices and policies.

BPA's Diversity Strategy consists of three Diversity Strategic Objectives which align with BPA's business objectives noted above:

1. Demonstrate Diversity Leadership – BPA's Leadership models the diversity vision and are held accountable for achieving results against agency diversity goals and objectives (DSO1; P1).
2. Acquire, Retain and Sustain a talented, diverse workforce – BPA will have a workforce that is representative of the diverse community it serves (DSO2, P2, P3)
3. Create a Positive Work Environment (SDO #3) that fosters collaboration and diverse perspectives – BPA will have an interculturally competent workforce and a work environment that is respectful, inclusive and welcoming (SDO3, P1, P2, P3, P4)

EXECUTIVE SUMMARY

Results of the Agency's Annual Self-Assessment against MD-715 "Essential Elements" – Bonneville Power Administration

Essential Element A: Demonstrated Commitment from Agency Leadership

Requires the Agency leadership to issue written policy statements expressing commitment to EEO and a workplace free of discriminatory harassment.

Compliance indicators:

- **EEO Policy statements are up-to-date**
- **EEO Policy statements have been communicated to all employees**
- **BPA's EEO and Non-Discrimination Policy is vigorously enforced by Management**

Administrator/Chief Executive Office, Steve Wright, retired in February 2013. William K. Drummond, Deputy Administrator, was selected for the Administrator's position on January 19, 2013. BPA did not issue a new policy after this appointment. When the results of the OIG audit were released, Mr. Drummond was suspended. Elliot Mainzer was appointed as Acting Administrator on July 19, 2013, and issued the following statement in his first address to BPA employees via email:

"While we look forward to a full examination of the facts, I am deeply concerned about these allegations. All of us on the BPA leadership team take the allegations very seriously and are committed to fully addressing them. I want to reiterate BPA's absolute commitment to a workplace free of retaliation, particularly against those who raise concerns. We protect the right of employees to speak out, voice any concerns, or lodge complaints with any authoritative body as they see fit, without fear of retaliation."

The above sentiment has been repeated many times over the course by the Acting Administrator and appointed Administrator Elliot Mainzer through his weekly updates to the employees which began on July 19, 2013, and have continued to the present. His previous messages are posted at the links below.

- [Nov. 22](#)
- [Nov. 15](#)
- [Nov. 8](#)
- [Nov. 1](#)
- [Oct. 24](#)
- [Oct. 18](#)
- [Oct. 11](#)
- [Oct. 1](#)
- [Sept. 27](#)
- [Sept. 20](#)
- [Sept. 13](#)
- [Sept. 6](#)
- [Aug. 30](#)
- [Aug. 23](#)
- [Aug. 16](#)
- [Aug. 9](#)
- [Aug. 2](#)
- [July 26](#)
- [July 19](#)

Since BPA is an organization under the U.S. Department of Energy, all of the Secretary of Energy's policy statements on Equal Employment Opportunity, Diversity, Retaliation, and Harassing Conduct apply to BPA employees as well. They are distributed directly to all BPA employees by email from DOE and are also placed on the Civil Rights and EEO internal and external EEO websites for future reference. See appendices for copies of the Acting Administrator and Administrator's Updates.

Technical Assistance Visit September 19, 2013, issues discussed after review BPA's FY 2011 MD-715 Report:

The Equal Employment Opportunity Commission, Office of Federal Operations, Federal Sector Programs conducted a technical assistance (TA) with BPA via teleconference on April 18, 2013, on the FY 2011 MD-715 Report which was the latest report that had been submitted to the EEOC. The purpose of the TA telecom was to discuss BPA's progress in developing a model EEO Program in accordance with each of the Management Directive 715's six essential elements. On September 19, 2013, BPA received a letter summarizing the issues raised during that meeting and referenced the OIG Management Alert which was issued in July 2013. One of the recommendations under this element is to address and issue policies and procedures for addressing all forms of harassment and must create a work environment that is free from sexual and non-sexual harassment. A copy of BPA's Harassment-Free Workplace Policy and Guidance was included as an appendix to the FY 2011 MD-715 Report. The September 19, 2013, TA Letter required BPA to provide an update to its recommendation. Below is BPA's response to this request:

The original intent of the Harassment-Free Workplace Policy was to foster a respectful work environment with appropriate action taken when there is misconduct. The HWFP policy was never intended to be BPA's EEO Policy. BPA has a separate EEO and Non-Discrimination Policy which identifies all of the bases for discrimination including the Genetic Information Nondiscrimination Act (GINA).

BPA has a main internal repository called the BPA Manual which houses functional statements for BPA business units, BPA's static delegations of authority, and agency-wide internal policies. The BPA Manual also incorporates certain procedures and references to other, organization level policies and procedures. BPA's EEO and Non-Discrimination Policy is located at BPA Manual Chapter 400/713C and is posted on BPA's internal and external websites. As a result of the DOE-IG Audit in FY 2013, the Acting Deputy Administrator requested a review all BPA's Compliance Programs including the Harassment-Free Workplace Policy (HFWP). The results of the Compliance Review will be provided in FY 2014.

Essential Element B: Integration of EEO into the Agency's Strategic Mission

Requires BPA's EEO and Civil Rights programs to be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices, and support the agency's strategic mission.

Compliance Indicators:

- ***The reporting structure for the EEO Program provides the EEO and Civil Rights Manager with appropriate authority and resources to effectively carry out a successful EEO program.***
- ***The EEO and Civil Rights Manager and other EEO Specialists responsible for EEO programs have regular and effective means of informing the Administrator and senior management offices of the status of the EEO Programs and are involved in, and consulted on, management/personnel actions.***
- ***BPA has committed sufficient staff, resources, and budget allocations to its EEO programs to ensure successful operation.***

Technical Assistance Visit September 19, 2013, issues discussed after review BPA's FY 2011 MD-715 Report

In the EEOC's September 19, 2013, TAV letter they emphasized "that the role of the EEO Office is to serve as a resource to agency managers by providing direction, guidance and monitoring of key activities to achieve a diverse workplace free from barriers to equal employment opportunity... EEOC regulations establish that the EEO Manager shall be under the immediate supervision of the agency head. See 29 CFR § 1614.102(b) (4). EEOC's MD-110 explains that by placing the EEO Manager in a direct reporting relationship to the head of the agency, the agency underscores the importance of EEO to the mission of each federal agency and ensures that the EEO Managers is able to act with the greatest degree of independence.... As noted, BPA reported that the EEO Manager has complete access to the agency head when needed and has presented the state-of-the agency briefing to the Chief Operating Officer, but not to the Administrator. The most recent state-of-the agency briefing was presented in February 2013. Together with the direct reporting structure, the presentation of the state-of-the agency briefing directly to the agency head is a key component of ensuring integration of EEO into the agency's strategic mission. BPA shall report in Part H of its next MD-715 report, a plan to ensure the Civil Rights and EEO Manager will deliver future briefings directly to the Administrator and to include the dates of such briefings in future MD-715 Reports."

Also in this letter, EEOC commended BPA for continuing to integrate EEO principles into its strategic mission by including an objective to conduct recruitment, workforce planning, and workforce development programs. This objective was designed to ensure that the agency continually achieves a high-skilled and diverse workforce. EEOC also commended BPA for incorporating the principles of EEO in its overall strategic plan and recommended BPA in future strategic plans establish specific objectives and planned activities to meet Goal 6 (Attracting the Motivating Talent).

Action Taken: BPA does not meet the Compliance Indicator which calls for: *The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.* BPA's Civil Rights and EEO Manager does not report directly to the agency head (BPA's Administrator), but does have complete access to the Agency Head and Agency Executive Leadership when needed.

As noted and for further clarification, the most recent state-of-the agency briefing was presented in February 2013 to William Drummond who had just been selected into the Administrator's position earlier in February. A plan to ensure the Civil Rights and EEO Manager will continue to deliver future briefings directly to the Administrator and to include the dates of such briefings will be noted in future MD-715 Reports. The Civil Rights and EEO Manager will provide a briefing to the current Administrator (Elliot Mainzer) when the FY 2013 MD-715 Report is submitted for signature.

In the 2013-2014 Talent Management Strategy, it addresses two key areas: the BPA Workforce and BPA's Ability to Manage that workforce. The 2011-2012 Strategy identifies six areas. When HCM updated the Strategy for 2013-2014, it was determined that we still needed to focus on the first two priorities (hiring, performance), but that the third (improve ability to anticipate and meet Agency skill and competency needs) had dropped in priority because we set ourselves on a great trajectory with the Leadership development programs that had been put in place. In its place, Bench Strength emerged as the third priority area for BPA over the FY2013-14 timeframe.

Talent management is a responsibility shared across BPA. BPA's commitment to talent management is defined by the responsibilities and accountabilities of the executives, managers, and employees to build a culture that encourages professional personal growth aimed at the overall achievement of business goals and objectives. It is in this commitment that BPA will find the solutions to current and future challenges to deliver safe, reliable, low-cost power and services to the customers and achieve Key Agency Targets. The Talent Management Strategy has been structured to directly link workforce development and management to Agency strategic direction. The 2011-2012 Strategy addresses the two key areas: BPA's Workforce and BPA's ability to manage that workforce and is carried forward in the FY 2013-14 Strategy. The current strategy is limited to the approximately 3,100 federal employees and the approximately 1,100 supplemental labor workers contracted by BPA through third-party vendors, Expert/consultant services, independent contractors, and outsourced labor. This is an evolving strategy and the scope will broaden to include and address other sectors as our understanding of these areas mature. The effective management of this asset, or "talent management", is the effective identification, development, and deployment of talent across the Agency. For BPA, there are three strategic objectives for talent management: 1) to have a workforce of the right size and composition, 2) with the right skills and competencies, 3) working in a positive work environment. The 2013-2014 Strategy (see the appendix 2013-2014 Talent Management Strategy document) provides an overview of those three objectives in the

context of BPA's current strategic environment, an outline of the risks BPA faces in achieving those objectives, and an approach to mitigate the top risks over the next five to seven years. The current Strategy considers BPA's management capabilities in terms of those provided by Agency managers and executives and by Human Capital Manager, Supply Chain, and Purchasing/Property Governance organizations. In the development of future Talent Management Strategy efforts, BPA may expand the scope of the total Workforce beyond current federal employees and contract workers as the population required to deliver BPA's mission consists of approximately 10,000 individuals (including the Bureau of Reclamation, the Army Corps of Engineers, Energy Northwest and third party vendors of contract labor).

Strategic Initiative 2: Improve Accessibility, Efficiency, and Effectiveness of the Federal Hiring Process, addresses President Obama's Key Performance Strategies with a goal to improve the efficiency of government. Performance Strategy #6: Attracting and Motivating Top Talent was developed to overhaul the Federal HR practices with a focus on improving the hiring process. The state of the economy will have and the intense competition among organizations in the labor market will have vast implications for talent management at BPA. The slow recovery means BPA will be under continued pressure to deliver low rates to the region while keeping costs down. At the same time, BPA is likely to experience increased competition for, and shortages in, key skill sets and occupations needed for success especially in the tech sector workers over the next ten years which indicate that certain skilled workers (i.e., IT workers) will remain in high demand and upward wage pressure will increase, meaning that BPA will face challenges to recruit and retain these workers while still controlling workforce costs.

In FY 11, BPA's Talent Acquisition implemented an Advanced Hiring Process: A) improve the processes and tools for assessing and selecting candidates through a qualifying process that is efficient and compliant; B) improve and streamline processes and tools for identifying and managing effective recruiting tools and sources. In FY 2012, progress has been made on these two initiatives but more work is needed. In FY 2013, BPA's current time to hire is 80 days which is still below OPM's goal. This is also noted in BPA's "Get Well" Project Plan as well.

Essential Element C: Management and Program Accountability

Requires the Agency Leadership to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program.

Compliance Indicators:

- ***EEO and Civil Rights Manager advise and provide appropriate assistance to managers/supervisors about the status of EEO Programs within their area of responsibility.***
- ***The EEO and Civil Rights Manager and the Human Capital Management Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with BPA's Model EEO Program, as well as Equal Employment Opportunity Commission regulations and management directives. [See 29 CFR 1614 § 1614.102(b)(3).]***
- ***When findings of discrimination are made, the agency determines the appropriateness of taking disciplinary action.***

The Human Capital Management Officer and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives.

Technical Assistance Visit September 19, 2013, issues discussed after review BPA's FY 2011 MD-715 Report:

In EEOC's TAV letter they made the following recommendation: "The OIG also found practices that "appeared to have effectively disadvantaged veterans and other applicants. We therefore recommend that BPA review its recruitment and hiring policies, practices, and procedures to ensure they do not hinder any EEO groups from obtaining employment or impeded their career opportunities. In the Executive Summary or in Part I of its next MD-715 Report, we expect BPA to provide the status of its efforts to address the OIG's findings."

Action Taken: See appendices for copy of BPA's Human Capital Management "Get Well" Project Plan dated February 6, 2014.

On July 16, 2013, the following DOE-IG MANAGEMENT ALERT: DOE/IG-0891 was issued:

"In June 2012, the Office of Inspector General received an anonymous complaint alleging prohibited personnel practices at Bonneville Power Administration (Bonneville).

Based on our work to date, we have reached a preliminary conclusion that Bonneville engaged in a number of prohibited personnel practices. Notably, Bonneville's hiring practices appeared to have effectively disadvantaged veterans and other applicants. Such action was inconsistent with concerted efforts by the Federal government to ensure that veterans received appropriate preferential treatment in the hiring process. Equally concerning and the primary reason for the urgency of the management alert, Bonneville has apparently proposed or recently executed a number of personnel actions against certain employees who have cooperated with our review. These actions have a potentially chilling effect on various aspects of our work and, as such, jeopardize our ability to effectively complete our review of the circumstances surrounding inappropriate Bonneville hiring practices. The Department's comments were responsive to our recommendations. Notably, the Department initiated immediate corrective actions."

The Office of Personnel Management (OPM) conducted an independent Human Capital Assessment and Accountability Framework (HCAAF) Audit of BPA's HCM's activities on-site on April 22-26, 2013, and continued off-site through May 30, 2013. OPM formally de-certified all BPA Federal HCM staff conducting delegated examining activities on May 23, 2013 and DOE HC formally suspended it on May 24, 2013. The HCAAF final report was issued on August 28, 2013.

The, then current, HCM Director (R. Fox) retired in June 2013 just prior to the issuance of the DOE-IG Management Alert. DOE

appointed Frances Telles from the Western Area Power Administration to serve as BPA's acting Human Resources Director. Her two-month detail began August 12, 2013, and ended approximately October 11, 2013. DOE HQ HR's Director George Waldman was then appointed to serve as the acting HR Director until the arrival of BPA's permanent HCM Director, Mr. Brian Carter, who came on board in December 2013. Prior to Mr. Carter's selection, the Acting HR Directors worked on providing the necessary information to the DOE Chief Human Capital Officer (DOE-HC) and drafting an action plan to address the preliminary findings. The final OIG Report was issued on October 3, 2013. BPA's "Get Well" Project Plan was finalized and issued on February 6, 2014. The "Get Well" Project Plan is segmented into four distinct components:

1. Establish a remediation plan governance structure and team
2. Identify and execute remediation activities
3. Transfer day-to-day oversight of BPA HR operations to DOE HC during remediation process
4. Report on progress to goals to enhance accountability of remediation activities

The Plan further identifies action steps, resources and responsibilities, for each of the above elements. See Appendices for a Copy of the final OIG Report and a BPA's Get-Well Project Plan dated February 6, 2014.

Action: The Civil Rights and EEO Office will monitor and track the "Get Well" Project Plan and will provide updates in future MD-715 Reports.

Technical Assistance Visit September 19, 2013, issues discussed after review BPA's FY 2011 MD-715 Report:

In EEOC's TAV letter they made the following recommendation: Provide a copy of BPA's updated Reasonable Accommodation Policy and Procedures to EEOC for review. EEOC will review the Policy and Procedures to ensure that they reflect current law. In particular, the procedures should reflect the change in the definition of "individual with a disability" contained in the Americans with Disabilities Amendment Act of 2008 and ensure that requests for medical documentation are not so broad as to constitute requests for genetic information in violation of the Genetic Information Nondiscrimination Act of 2008. Once BPA issues the revised procedures, the agency should provide refresher training to its managers and supervisors and ensure that its procedures are available to employees and applicants. To the extent that it has not already done so, we urge BPA to post the revised procedures on its external website.

Action Taken: The Reasonable Accommodation Policy and Procedures were updated on June 12, 2012. A copy of the updated policy is included in the Appendices. Once the EEOC has completed its review and provided their recommendations, the RA Policy and Procedures will be updated, distributed, and training will be provided as needed.

The following is posted on BPA's external website:

ACCESSIBILITY

The Bonneville Power Administration is committed to providing access to our Web pages for individuals with disabilities. To meet this commitment, this site is built to comply with the requirements of [Section 508 of the Rehabilitation Act](#). Section 508 requires that individuals with disabilities, who are members of the public seeking information or services from us, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on us. Section 508 also requires us to ensure that Federal employees with disabilities have access to and use of information and data that is comparable to the access to and use of information and data by Federal employees who are not individuals with disabilities, unless an undue burden would be imposed on us.

Action: BPA Civil Rights and EEO Office will coordinate with the Talent Sustainment Manager to post the RA Policy and Procedures on the external website and report on this in the next MD-715 Report.

Internally: Information about the Reasonable Accommodation Program is posted on BPA's Wellness Program internal webpage which was launched in September 2011 and focuses on the five elements Gallup studies which have most profound impact on a person's life: career, community, financial, physical and social. This site also includes information on how to request a reasonable accommodation, ergonomics and mobility concerns. Updates to the Wellness Program are provided to BPA Managers and Supervisors through BPA on-line Manager's Resources Internal Webpage. A June 2011 Manager Briefing Material included information about Worker's Compensation, Reasonable Accommodation, and Leave Administration/Telework. In September 2013 edition included information about vocational coaching services and included information about Reasonable Accommodations form 3780.15e along with a dedicated Outlook mailbox at ReasonableAccommodation@bpa.gov to submit the forms and/or to ask questions. The telephone number for the RA Coordinator was also provided (503) 230-3708.

In FY2013, in addition to the on-line information, Talent Sustainment is also providing a series of forums and seminars on various topics, retirement, stress management, healthy eating and exercise, Office of Workers Compensation, Reasonable Accommodation, stress relief and many others are being planned. Also in FY 2013, launched the process for a lactation room for new mothers to use during their working hours. Because BPA has shift workers, this involved 24/7 access. The room will be located in BPA's health Unit. All of the behind the scenes requirements of security and other issues have been completed. Currently waiting for the Facilities Management Group to complete the final steps. Anticipate the room will be finished in FY 2014. Future plans include such at other BPA facilities. In FY 2013, BPA received an award from the Portland Business Journal, Healthiest Employers of Oregon. BPA ranked #10 in the 1500+ employee category. Copies of the Award Plaque and a brief write-up on this Award are included in the Appendices.

Essential Element D: Proactive Prevention

Requires the Agency Leadership to make early efforts to prevent discrimination actions and eliminate barriers to equal employment opportunity in the workplace.

Compliance Indicators:

- ***Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.***
- ***The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.***

BPA's Civil Rights and EEO Office continues to work closely with the Human Capital Management HR Director and managers to identify and remove unnecessary barriers to employment throughout the year. EEO workforce demographic profiles are provided to hiring management on a quarterly basis through the HCM's Strategic Business Partners. The profiles include race, national origin, sex, and disability information.

Technical Assistance Visit September 19, 2013, issues discussed after review BPA's FY 2011 MD-715 Report: In EEOC's TAV letter they made the following recommendation: BPA did not include data tables A/B12, and in tables A/B 7, 9, and 11, the agency did not include the titles of the major occupations for which it was hiring.

Action Taken: Whether the data tables (A6-A7 and A9-A11) were uploaded in 2012, the answer is no. We had trouble loading them, so we sent that information to EEOC-OFO in hard copy. I verify that the tables (A6-A7 and A9-A11) have not been loaded into FEDSEP for 2013 as we do not have complete information which the new system was supposed to be able to produce for BPA. Civil Rights and EEO Office will work with HCM to resolve this discrepancy.

Technical Assistance Visit September 19, 2013, issues discussed after review BPA's FY 2011 MD-715 Report: In the Summary of its FY 2011 MD-715 Report, BPA identified a number of internal and external leadership programs. The agency shall be tracking selection to and participation in these programs. It is expected that BPA will create a plan, in Part H of its next MD-715 report, to implement a system to collect and track applicant flow data for its career development programs and ensure management controls are in place to provide accurate, timely, and complete data.

Action Taken: Conducted an inquiry of the HCM organization and learned the POC for the Leadership Development Programs is Tom Schmidt, Organizational Effectiveness Specialist. Currently six of the available programs are completed. Each program has its own criteria and limitations.

1. [Executive Seminar Program](#), PSU, GS 13-15
2. [National Policy Process Seminar Program](#), PSU, GS 13-15
3. [African American Leadership Development](#), UCLA, GS 13-15
4. [Asian Leadership Discovery Program](#), EDI, GS 12-14
5. [Latino Leadership Development Program](#), Hispanic Metropolitan Chapter, GS 12-14
6. [Leadership Forum](#), senior leader program at BPA. (an announcement is currently posted), Open to all GS 14-15s.

Action: See Part H for details outlined to collect and track applicant flow data in the internal and external career development programs.

In EEOC's TAV letter they made the following recommendation:

Barrier Analysis: To prevent discriminatory conduct, MD-715 expects agencies to conduct a barrier analysis, which is the process of identifying and modifying policies, procedures, and practices that may operate to exclude certain groups from career opportunities. BPA shall initially review information from a number of areas, such as hiring and separation rates, recruitment efforts, exit interviews, disciplinary actions, complaints data, and employee viewpoint surveys. Once BPA has enough information to identify a possible barrier, the agency should devise an action plan to remove that barrier and include it in Part I of its next MD-715 Report.

Action Taken: BPA will be conducting its Gallup Survey in FY 2014 as identified in its 2014 Talent Management Strategy Initiative 1. Drive High Performance. Civil Rights and EEO shall partner with the HCM Internal Strategy for further review and analysis of the Gallup Survey data along with the other Initiatives 2. Acquire Ready Talent, and 3. Strengthen Internal Talent Bench and their respective roadmaps for further analysis and triggers. The Initiatives and Roadmaps also include review/audits of personnel policies and programs which will be reviewed as well. EEO complaints data, Ombudsman, Employee Assistance Program, Ethics Hotlines, and Employee Relations have been reviewed in the past and an FY 2011 Workplace Environment Report was prepared by BPA's Ombudsman in 2011, presented to the HCM Manager, it was finally published in November 2012. The report identifies trends across all service providers at BPA and notes areas of concern. See Appendices for copy of Workplace Environment Report.

In EEOC's TAV letter they made the following recommendation:

Barrier Analysis: We also noted that BPA has not established a hiring goal of 2% for PWTD in Part J of its FY 2011 MD-715 Report. WE suggest BPA create a plan to hire 38 additional PWTD in order to achieve 2% of its total workforce [3121 – FY 2011 total]. BPA will also consider implementing the following proactive measures: (1) include the goal to increase representation of employees with targeted disabilities in performance standards of managers and supervisors; (2) hold managers and supervisors accountable for meeting the hiring goal. Progress on conducting further barrier analysis and implementing its plan shall be included in Parts I and J of its next MD-715 Report.

Action Taken: The Office of Performance Enhancement may partner with internal agency resources to conduct surveys to discern the workforce's overall feelings about PWTDs and calculate the number of employees in that category. In addition, the office of Performance Enhancement plans to increase representation of PWTD in the performance standards of managers and supervisors. The goal will hold managers accountable for attaining a 2% hiring goal for PWTDs by including that goal as an element of the managers' contracts. See Parts I and J for further accomplishments and goals.

In analyzing the tables it appears that limited hiring resources have exacerbated the low participation rate of the permanent BPA workforce of Persons With Targeted Disabilities and Person with Disabilities (PWTD). Given the flux of the HCM office in the 2013, the Agency did not conduct a thorough review of applicant flow data to assess the recruitment of qualified individuals with targeted

disabilities (PWTD). To date, there has been an ad hoc approach coordinated by the EEO Counselors and Intake specialist to discern the extent to which the Agency has addressed PWTD concerns of recruitment, hiring, and career growth experiences within the Agency.

In EEOC's TAV letter they made the following recommendation:

Women in BPA Permanent Workforce: When analyzing its workforce, the category of women overall should be broken out into subgroups of Hispanic Women, White Women, African American or Black Women, Asian Women, Native Hawaiian or Other Pacific Islander Women, American Indian or Alaska Native Women, and Women of Two or More Races.

Action Taken: The MD-715 Reports the FY 2012 and FY 2013 in the Executive Summaries contained break outs of Women in the Permanent Workforce by the above subgroups and identifies representation levels relating to BPA Total Workforce compared to Civilian Labor Force (CLF) Table A1. The Executive Summaries also included a break out by Participation Rates for Major Occupations (Table A6) for all EEO groups further broken out by men and women in the subgroup categories in Participation Rate for Major Occupations Table A6. However, we did not complete an independent barrier analysis for each subgroup. We will complete this analysis in FY 2014 and report out in the next MD-715.

In EEOC's TAV letter they made the following recommendation: BPA shall conduct an in-depth barrier analysis of the policies, procedures, or practices pertaining to its recruitment and hiring of White women as well as the workforce conditions that encourage white women to leave the agency. In Part I of its next MD-715 report, we look forward to reviewing BPA's progress in conducting barrier analysis to identify potential barriers for women in its workplace.

Action Taken: See Part I titled Women for an action plan and progress report which will include a more thorough analysis of these subgroups to be conducted in FY 2014 and reported in future MD-715 reports. Also, BPA's Federal Women's Program Manager has been working with the Talent Sustainment Manager to install a lactation room for new mothers in the Portland headquarters' building. All of the preliminary work regarding location, security requirements, etc., has been completed. We are working with the building's facilities management office on the final steps and announcing the completion of the room will take place in FY 2014 or early FY 2015. We believe the addition of this room will be an added benefit to our current and future employees.

In EEOC's TAV letter they made the following recommendation:

Alternative Dispute Resolution: According to its FY 2011 Form 462, BPA did not offer ADR during the pre-complaint stage; however, in FY 2012, the pre-complaint offer and participation rates were 14.29%. During our meeting, we learned that BPA strongly encourages its managers/supervisors to participate when the agency offers ADR, but does not require them to do so. We expect BPA to develop a plan addressing this deficiency in Part H of its next MD-715 Report.

Action Taken: Chapter 6, Section XI of MD-110 provides parties with another opportunity to attempt ADR after the filing of a complaint. Prior to issuing the notice under § 1614.108(f) at the conclusion of the investigation advising complainant of the right to request a hearing and decision from an administrative judge or an immediate agency decision, BPA allows complainants the opportunity to examine the investigative file and notify the agency of any perceived deficiencies in the investigation. At this time, BPA also offers ADR to the complainant and the management official. Should both parties agree to participate in ADR, they could extend the investigative process by 90 days under § 1614.108(e).

Although it was not captured correctly through the IComplaints system in FY 2011, BPAs does offer ADR to everyone entering the pre-complaint/informal counseling stage. In fact, ADR is offered several times: at the initial discussion, at the intake process, again when the case is assigned to an EEO Counselor and at the initial filing of a formal complaint in the Notice of Receipt and is available throughout the formal complaint process. EEO Counselors ask each manager to participate in ADR at their first interaction with the manager. The Civil Rights office now correctly logs these invitations in the IComplaints system for tracking purposes. Increased manager participation in ADR programs will result from the Office of Performance Enhancement including the participation of ADR (whether or not there is a conflict) as an element in performance contracts. Furthermore, the agency can promote ADR by allowing the Aggrieved to go to the next higher level of management when a manager declines to participate. The efficacy of such a change in BPA's normal standard operating procedures is being evaluated during this reporting period and reported on in the next MD-715 Report.

Under the Compliance Indicator regarding the use of Alternative Dispute Resolution (ADR), BPA does not meet the measure which calls for supervisors/management shall be required to participate in the ADR process. The U.S. Equal Employment Opportunity Commission, MD-110, Federal Complaints Processing Manual, Appendix H EEO-MD-110, EEOC NOTICE Number 915.002 Dated 7/17/95, states in its policy that ADR is a voluntary process. See the excerpt below:

1. **SUBJECT:** Equal Employment Opportunity Commission's Alternative Dispute Resolution Policy Statement
2. **PURPOSE:** This policy statement sets out the Commission's policy on Alternative Dispute Resolution
3. **EFFECTIVE DATE:** Upon receipt
4. **EXPIRATION DATE:** As an exception to EEOC Order 205.001, Appendix 6, Attachment 4, a(5), this Notice will remain in effect until rescinded or superseded.
5. **ORIGINATOR:** Legal Services, Office of Legal Counsel
6. **INSTRUCTIONS:** File in Volume 11 of the Compliance Manual

II. Core Principles Governing Commission ADR Programs

B. Fairness.

1. Voluntariness

ADR programs developed by the Commission will be voluntary for the parties because the unique importance of the laws

against employment discrimination requires that a federal forum always be available to an aggrieved individual. The Commission believes that parties must knowingly, willingly and voluntarily enter into an ADR proceeding. Likewise, the parties have the right to voluntarily opt out of a proceeding at any point prior to resolution for any reason, including the exercise of their right to file a lawsuit in federal district court. In no circumstances will a party be coerced into accepting the other party's offer to resolve a dispute. If the parties reach an agreement, the parties will be allowed to settle as long as the proposed agreement is lawful, enforceable, and both parties are informed of their rights and remedies under the applicable statutes.

BPA along with other organizations follow EEOC's policy indicating that ADR is a voluntary process. BPA Managers and supervisors are strongly encouraged to accept ADR/mediation and rarely decline. Aggrieved individuals are more likely to decline ADR because they feel that management will not come to the table in good faith.

In FY 2013, two ADR brochures were consolidated and uploaded to BPA's internal and external websites for use by all BPA employees, contract workers, managers/supervisors, and applicants for employment. In addition, the brochure is explained and provided to Aggrieved Individuals during the intake process, the informal EEO Counseling process, and again if they enter the formal complaint stage.

Also in FY 2013, an EEO Specialist developed Options for Addressing Conflict Federal Employee Guide, Option for Addressing Workplace Issues for Contract Workers, and a Manager's Resource Guide. These guides include a brief description of the options available to address workplace issues; each guide includes ADR as an option. Copies of the guides are included in the Appendices.

In FY 2013, The Civil Rights and EEO increased the number of individuals using ADR, resolving more conflict at the lowest level. This increase includes both individuals who engaged in the EEO process and those with workplace complaints outside of the EEO process. The organization offered ADR, either internally by BPA personnel or externally through Shared Neutrals consortium of mediators. In FY 2013, the organization rewrote and published a revised ADR brochure to incorporate the most relevant aspects of two previous ADR brochures along with quotes from individuals who have used the process. They also delivered an EEO presentation and training to Shared Neutrals mediators at the Shared Neutrals annual training program. Copy of the revised ADR Brochure is included in the Appendices.

As presented in the ADR table below, BPA experienced an increase in the total number of ADR requests between FY 2012 and FY 2013 of 75% increase in the number of overall ADR requests. The number of requests for EEO case increased by a 73% over the FY 2012 EEO requests. A slight increase in non-EEO requests for ADR sessions. The data also shows a slight decrease in the number of EEO-related session conducted and agreements. No change occurred, however, in the total number of ADR sessions conducted and the agreements between FY 2012 and FY 2013. We will continue to utilize the intake process to inform all parties about the ADR processes. In the first quarter of FY 2014, BPA's Ombudsman's Office was reassigned to report directly to the Deputy Administrator to keep him and the Front Office informed of potential areas of concern within the Agency. See Part H for current ADR process and an action plan for which results will be reported on in future MD-715 Reports.

Fiscal Year / Type	# Requests	# Conducted	# Agreements
2013 / EEO Related	11	6	3
2013 / Non-EEO	5	2	1
2013 Totals	16	8	4
2012 / EEO Related	8	7	4
2012 / Non-EEO	4	1	0
2012 Totals	12	8	4

Essential Element E: Efficiency

Requires Agency Leadership to have an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of its EEO Programs.

Compliance Indicators:

- ***BPA has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.***
- ***BPA has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.***
- ***BPA has sufficient staffing, funding, and authority to comply with the time frames in accordance with the EEOC (29 CFR § 1614) regulations for processing EEO complaints of employment discrimination.***
- ***There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.***

In EEOC's TAV letter they made the following recommendation:

Alternative Dispute Resolution: According to its FY 2011 Form 462, BPA did not offer ADR during the pre-complaint stage; however, in FY 2012, the pre-complaint offer and participation rates were 14.29%. During our meeting, we learned that BPA strongly encourages its managers/supervisors to participate when the agency offers ADR, but does not require them to do so. We expect BPA to develop a plan addressing this deficiency in Part H of its next MD-715 Report.

Action Taken: We reported on this item in the previous section since it has the Compliance Indicator of ADR. Therefore, review the previous section for detailed information about ADR and Part H for BPA's current ADR process and an action plan for which results will be reported in future MD-715 Reports.

BPA's Civil Rights and EEO Staff consists of five Equal Employment Opportunity Specialists and one Civil Rights and EEO Manager who is also BPA's EEO Officer. The Office has been unable to hire a replacement for its Office Manager/EEO Assistant who took a reassignment over a year ago.

BPA inputs data into DOE's IComplaints Data Base for monitoring and tracking their EEO complaints. Reports are also pulled from this system such as the quarterly No-FEAR Act information and the Annual Federal Equal Employment Opportunity Statistical Report of Discrimination Complaints (aka 462 Report).

In FY 2013, the Civil Rights and EEO Office also issued an internal vacancy announcement and reviewed applicants to fill multiple new collateral-duty EEO Counselor positions. The Office collaborated with the Human Capital Management and General Counsel organizations to participate in the interviews, to rate, rank and recommend nine applicants for further consideration and training. The Civil Rights and EEO Office also coordinated the training opportunities for potential EEO counselors, current EEO counselors as well as the organization's own full-time staff. Training included a 32-hour basic EEO Counseling training, 40-hours of mediation training, on-the-job training including observing current cases in process, and monthly webinars offered by the Federal Employment Law Training group on various EEO-related topics.

The new EEO Collateral Duty Counselors will be appointed after they have completed their required training and on the job instruction to assist employees and managers to resolve workplace issues. The appointments will be announced the first quarter of FY 2014 and throughout the year as they complete their on-the-job training. We believe the addition of the Collateral-Duty EEO counselors will result in a more timely EEO Counseling process. The FY 2014 annual 462 Report will determine if EEO Counseling timeliness has increased.

The Civil Rights and EEO internal and external websites contain information explaining the roles and responsibilities of the Civil Rights and EEO programs; the No FEAR data is also updated quarterly and posted on these websites. New and/or updated information is also being posted to these locations as it becomes available. In FY2013 the Civil Rights and EEO Office experienced a 200 percent increase in informal Equal Employment Opportunity (EEO) contacts. There was also an increase in employee and manager/supervisor requests to participate in Alternative Dispute Resolution via mediation (internally/externally through the Shared Neutrals program) and/or a settlement proposal/offer with the intent of resolving workplace conflict at the lowest possible level. We believe part of this increase was the result of the additional Collateral-Duty counselors, information available on the internal and external websites, and increase in referrals from the Unions and the Ombuds.

Additionally, to close an identified gap in managerial training for new managers and as an update for experienced managers. The EEO web-based training is available throughout the year. New managers are required to complete the EEO web-based training within 90 calendar days of appointment and may take courses on DOE's Online Course Learning portal.

At the request of the Acting Deputy Administration, in late FY 2013, a new team was created of the conflict resolution and concerns service providers to identify areas of concerns in order to take appropriate action to address the concern before it escalates. The core group is led by the Ombudsman, and includes the Employee Assistance Program Manager, Lead EEO Counselor, and Formal Complaints Manager. Partners will include other organizations such as Office of General Counsel, Performance Enhancement (e.g., Employee Relations), Talent Sustainment (Reasonable Accommodation and Medical Program Manager), Organizational Effectiveness, Strategic Business Partners, and the Ethics Hotline Manager.) Future MD-715 Reports will include progress reports about this new team.

EEO Counseling and Formal Complaint Activity

FY 2013 Pre-Complaint Processing (aka Informal EEO Counseling)

Informal contacts received:	100+
Total Informal Complaints Counseled:	23
Informal Cases Closed - No formal complaint filed:	8

In mid FY 2013, the Civil Rights and EEO Office revised the "intake" process which is a part of informal EEO pre-complaint counseling. The revised objectives are to:

- Help ensure the aggrieved individual is fully aware of available options and is electing to sue EEO because they believe it is the right conflict-resolution forum for their issue
- Give aggrieved individuals assistance with EEO paperwork to speed the EEO Counseling process; and
- Enable EEO Counselors to focus on case resolution.

As a result of this revised Intake process, the number of cases moving to the pre-complaint\informal counseling and formal complaint stages has been reduced and individuals received pertinent information about other more appropriate options to resolve their concerns.

• Individuals referred to the new intake process	46
• Case currently being processed	1
• Individuals completed the intake process and were referred to an EEO Counselor for case resolution	18
• Individuals decided to pursue another option to resolve their claim	20
• Individuals dropped their claims	7

In EEOC's TAV letter they made the following recommendation: In FY 2012, BPA timely completed on 25% of its EEO Counseling cases.

Action Taken: Review EEOC's Report: *Attaining a Model Agency Program: Efficiency* for potential areas to review and improve. Based on the areas identified in the above objective, conduct a review of the current EEO Counseling process to determine gaps and improvements needed

See Part H for complete list of actions to be taken and reported on in the next MD-715 Report.

FY 2013 Formal Complaints

FY 2013 Total Formal Complaints Filed:	19
FY 2013 Total Formal Complaints Processed:	29
Prior Years Formal Complaints Processed in FY 2012:	13
FY 2013 Total Closures:	8

EEO Investigations:

FY 2013 Total EEO Investigations completed:	7
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In EEOC's TAV letter they made the following recommendation: EEOC regulations in 29 C.F.R. Part 1614 set forth mandatory time lists for processing complaints. In FY 2012, BPA timely completed only 17% of its investigations. As such, we expect BPA to establish a plan to correct this deficiency in Part H of its next MD-715 Report.

Action Taken: Review EEOC's Report: *Attaining a Model Agency Program: Efficiency* for improvements. Review current Investigation process to identify gaps and areas of improvements outlined from the review of EEOC's report. See Part H for complete list of actions to be taken and to be reported on in the next MD-715 Report.

As of the date of this Report, BPA's Civil Rights and EEO Office consists of five Equal Employment Opportunity Specialists and one Civil Rights and EEO Manager who is also BPA's EEO Officer. The five EEO Specialists have the following responsibilities: One EEO Specialist is dedicated to the EEO counseling Intake process. One EEO Specialist is the dedicated Lead EEO Counselor and BPA's ADR Coordinator. One EEO Specialist is the Hispanic Employment and People with Disabilities Program Manager and Pluralism Council Liaison (Employee Resource Groups). One EEO Specialist conducts EEO Counseling and is our webmaster for both the internal and external EEO webpages. One Specialist is the Federal Women's Program and Formal Complaints Manager. The Office has been unable to hire a replacement for its Office Manager/EEO Assistant who took a reassignment more than two years ago. Therefore, the five EEO Specialists all prepare, finalize, copy, and send all of their own correspondence.

One EEO Specialist is the dedicated Lead EEO Counselor and BPA's ADR Coordinator. In this role, the Lead EEO Counselor is responsible for overseeing the Intake Process, answering questions from contacts and providing referrals to other services providers, providing on-the-job, one-on-one training of the new collateral-duty EEO Counselors, coordinating the ADR processes both for EEO and non-EEO related items, providing guidance to the more senior collateral-duty EEO Counselors (2) as needed, and training them to serve as the lead facilitators for conducting ADR\mediations.

One EEO Specialist holds the dual role of FWP and Formal Complaint Manager. As the FWP, she coordinates events in observance of March as National Women's History Month and Women's Equality Day in August. As the Formal Complaints Manager, her duties encompass the entire formal complaint process as outlined in MD-110. Beginning with obtaining the EEO Counselor's report after a formal complaint has been filed, issuing the Notice of Receipt and seeking additional information as needed, analyzing complaints to prepare and issue the Acceptance/Dismissal, assigns and works with the three firms BPA contracts with for investigations, prepares all correspondence, conducts discussion of settlement with both the complainant and the management officials, gathers the requested documents for the EEO investigator, reviews the completed Reports of Investigations for accuracy and completeness, inputs required data into DOE's IComplaints system for each case as the case progresses, monitors and tracks timelines of investigations and final agency decisions (FADs are prepared by DOE's Office of Civil Rights in Washington DC), provides assistance to BPA's General Counsel's Office as requested when a case moves to a hearing; prepares the quarterly No FEAR Act reports from the DOE's IComplaints data base; completes the Annual 462 and is the lead for the MD-715 Annual Reports. She also reviews and approves Cultural Awareness events to receive Diversity Training Credits and is the SME for required Annual Sexual Harassment and No FEAR Training and the EEO modules training updates and web-based trainings. We have also seen a 200% rise in the number of contacts. While formal complaints have increased by 77% from FY 2012 to FY 2013. See Part H for a plan to correct this deficiency.

Essential Element F: Responsiveness and Legal Compliance

Requires that BPA is in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.

Compliance Indicators:

- **BPA personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.**
- **BPA's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of completion.**

BPA's EEO program met all Compliance Indicators and Measures for Essential Element F which requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance and other written instructions.

The Civil Rights and EEO office has a system in place to ensure timely compliance with any orders or directives issued by Equal Employment Opportunity Commission's (EEOC) Administrative Judges.

BPA manages its system of management controls to ensure that the agency timely completes all ordered corrective actions and submits its compliance report to EEOC within 30 days of such completion.

Civil Rights and EEO employees coordinated BPA's Compliance Week. They managed an Equal Employment Opportunity and Alternative Dispute Resolution (ADR) booth during Compliance Week. The Civil Rights and EEO Manager participated with the DOE Civil Rights Office in a Civil Rights Act Title IX review of university programs. Half of the staff has now earned certifications from the Society for Corporate Compliance & Ethics.

The agency saw high compliance rates for the annual required training completions from the Civil Rights and EEO as the official reporting organization. The completion rates are listed in the table below.

FY 2013 Required Training Completions

Diversity	94.1% decreased from 98% in FY2012
Sexual Harassment Prevention	99.5% increased from 78% in FY 2012
No FEAR Act	99.5% increased from 78% in FY2012

In EEOC's TAV letter they made the following recommendation: We commend BPA for complying with EEOC's regulations, directives, and orders by timely submitting its FY 2011 MD-715 Report and its FY 2012 Form 462. We are also pleased to note that BPA posted all information required by the No FEAR Act of 2002, 5 U.S.C. § 2301, et seq., on its external website. However, the agency failed to timely submit its FY 2011 No FEAR Act report. The EEO Director informed us that the timely submission of its No FEAR Act report rests with the DOE's Office of Civil Rights. Nevertheless, in Part H of the next MD-715 report, we expect BPA to coordinate with DOE in creating a plan to submit this report in a timely manner.

Action Taken: A review of EEOC's website at <http://www.eeoc.gov/federal/directives/agencylist.cfm>, Department or Agency List with Second Level Reporting Components, indicates: Under the Instructions to Federal Agencies for MD-715, Second Level Reporting Components with 1,000 or more employees must submit EEOC FORM 715-01 to their headquarters for inclusion in the agency-wide report and must also file a copy of the EEOC FORM 715-01 with the Commission. We noted that the FY 2011 Report was certified on November 2, 2011, by DOE and BPA and missed the deadline by only two days.

Beginning in FY2012, BPA now directly submits its MD-715 and annual 462 Reports data directly into the FEDSEP Portal. The FY 2012 MD-715 Report was timely submitted with some of the data tables sent in hard-copy to EEOC-OFO after the fact.

The FY 2013 Report was timely submitted with some of the data missing because of the inability of the new recruitment system to run the necessary reports. Civil Rights and EEO Office also just learned that HCM had created a new process by which the MD-715 Reports are generated and published when we began gathering information for the FY 2013 MD-715 report

EXECUTIVE SUMMARY

Workforce Analysis

In Fiscal Year 2013, BPA's full-time federal workforce decreased by 93 from 3101 in FY 2012 to 3,008 in FY 2013 with the majority taking voluntary separations

In addition to its federal workforce, BPA relies on approximately 1,100 contractors (i.e., experts/consultants, outsourced services, and supplemental labor) to support short-term project needs, fill skills gaps, or meet peaks in workload. BPA purchases supplemental labor, currently 840 workers, for functions that can be considered fungible (e.g., administrative work) or require specialized skills not readily available (e.g., engineering), with Information Technology (IT) typically purchasing the largest amount.

BPA Total Workforce – Distribution by Race/Ethnicity and Sex (Table A1)

The following groups have participation rates above or equal to the Civilian Labor Force (CLF):

- White Males
- Asian Males
- Asian Females
- American Indian or Alaska Native Males
- American Indian or Alaska Native Females

BPA Total Workforce – Distribution by Race/Ethnicity and Sex (Table A1)

The following groups have lower participation rates than the expected Civilian Labor Force (CLF) rates:

- Hispanic Males
- Hispanic Females
- White Females
- Black Males
- Black Females
- Native Hawaiian or Other Pacific Islander Males
- Native Hawaiian or Other Pacific Islander Females
- American Indian or Alaska Native Females
- Two or More Races Males
- Two or More Races Female

BPA Total Workforce compared to the Civilian Labor Force (CLF) (Table A1)

Males

BPA: FY 2013 = 66.19 % (1991) an increase from FY 2012 = 65.66% (2,036)

CLF: FY 2013 used FY 2010 CLF = 51.86%. CLF used for FY 2012 was based on FY 2000 CLF = 53.20%

Females

BPA: FY 2013 = 33.81% (1,075) a decrease from FY 2012 = 34.34% (1,065)

CLF: FY 2013 used FY 2010 CLF = 48.14%. CLF used for FY 2012 was based on FY 2000 CLF = 46.80%,

Hispanic Males

BPA: FY 2013 = 2.79% (66) an increase in percentages from FY 2012 = 2.16% but a decrease in total number (67)

CLF: FY 2013 used FY 2010 CLF = 5.17%. CLF used for FY 2012 was based on FY 2000 CLF =6.20%

White Males

BPA: FY 2013 = 56.45% (1698) an increase from FY 2012 = 55.76% but a decrease in total number (1,729)

CLF: FY 2013 used FY 2010 CLF = 38.33%, CLF used in FY 2012 was based on FY 2000 CLF = 39.00%

White Females

BPA: FY 2013 = 27.46% (826) a decrease from FY 2012 = 27.67% but a decrease in the total number (858)

CLF: FY 2013 used FY 2010 CLF = 34.03. CLF used in FY 2012 was based on FY 2000 CLF = 33.70%

Black Males

BPA: FY 2013 = 2.09% (63) a decrease from FY 2012 = 2.10% (65)

CLF: FY 2013 CLF used FY 2010 CLF = 5.49%. CLF used in FY 2012 was based on FY 2000 CLF = 4.80%

Black Females

BPA: FY 2013 = 1.40% (42) an increase in percentage from FY 2012 = 1.39% but a decrease in total number (43)

CLF: FY 2013 used FY 2010 CLF = 6.53%. CLF used in FY 2012 was based on FY 2000 CLF=5.70%

Asian Males

BPA: FY 2013= 4.49% (135) an increase from FY 2012 both in percentage and number = 3.19% (99)

CLF: FY 2013 used FY 2010 CLF = 1.97%. CLF used in FY 2012 was based on FY 2000 CLF = 1.90%

Native Hawaiian or Other Pacific Islander Males

BPA: FY 2013 = 0 and decrease from FY 2012 = 0.95% (6)

CLF: FY 2013 used FY 2010 CLF = 0.07%. CLF used in FY 2012 was based on FY 2000 CLF = 0.10%.

Native Hawaiian or Other Pacific Islander Females

BPA: FY 2013 = 0 and decrease from FY 2012 of 0.050% (3)

CLF: FY 2013 used FY 2010 CLF = 0.07%. CLF used in FY 2012 was based on FY 2000 CLF = 0.10%.

American Indian or Alaska Native Males

BPA: FY 2013 = 0.96% (29) a decrease from FY 2012 = 1.0% (31)

CLF: FY 2013 used FY 2010 CLF = 0.55%. CLF used in FY 2012 was based on FY 2000 CLF = 0.30%.

American Indian or Alaska Native Females

BPA: FY 2013 = 0.66% (20) a decrease from FY 2012 0.68% (21)

CLF: FY 2013 used FY 2010 CLF = 0.53%. CLF used in FY 2012 was based on FY 2000 CLF = 0.30%.

Two or More Races Males

BPA: FY 2013 = 0 a decrease from FY 2012 1.26%(39)

CLF: FY 2013 used FY 2010 CLF = 0.26%. CLF used in FY 2012 was based on FY 2000 CLF = 0.80%.

Two or More Races Females

BPA: FY 2013 = 0 a decrease from FY 2012 0.94% (29)

CLF: FY 2013 used FY 2010 CLF = 0.28%. CLF used in FY 2012 was based on FY 2000 CLF = 0.80%.

BLACK OR AFRICAN AMERICAN MALES:

Black or African American males have a lower participation rate in the Agency of 2.09% compared to the CLF of 5.49%.

The percentage of new hires of permanent African American males of 2.06% is lower than the percentage of African American males in the CLF of 5.49%.

The percentage of separations increased FY 11 to FY13 from 1.06% to 2.33% respectively. That separation rate compares unfavorably to the percentage of African American males in the permanent workforce, which is of 2.09% for FY13. African American males have increased their level of participation in the Executive/Senior Level Officials and Managers category from FY 11 to FY13 remained constant at 2.92% respectively.

African American males participate in the BPA workforce mainly as Professionals and Operatives. While working as Professionals, primarily in the Program Management occupations, the rate of participation is 2.75%, which is down from the FY11 level of 3.02%. African-American males had a level of 6.25% as manual labor Operatives.

The above conditions were recognized as a result of analyzing Agency statistical data (Tables A1, A3, A8, and A14,) and comparing participation rates of African American males with the appropriate benchmarks.

AWARDS:

There were disparities regarding the granting of awards to some groups:

Time-Off Awards:

In both time-off award categories (1-9 hrs. and 9+ hrs.), the participation rates for women, African Americans, Asians, and Hispanics are below their participation rates in the Agency. Only one of the eleven awards went to an ethnic minority.

Cash Awards (\$100 - \$500):

Only White, Asian and American Indian/Alaska native females have participation rates above their participation rates in the Agency workforce.

Cash Awards (\$501+):

Females in general, white males and females, and American Indian/Alaska Native females have participation rates above their participation rates in the Agency workforce.

Quality Step Increases:

Females in general and African American males had participation rates above their participation rates in the Agency workforce.

Awards continued:

Targeted Disabilities:

Employees with Targeted Disabilities have participation rates well above their participation rates in the Agency workforce in the Cash Awards (\$100-\$500) category by a factor of ten. Also, employees with Targeted Disabilities had participation rates above their participation rates in the Agency workforce in the Cash Awards (501+) and Quality Step Increases.

The above conditions were recognized by reviewing DOE statistical data Tables A13 and B14 regarding award receipt and comparing participation rates of employee groups with appropriate benchmarks.

Disabled Veterans Affirmative Action Program

In Fiscal Year 2013, Bonneville Power Administration (BPA) had an increase of disabled veterans within the overall workforce as new hires and in the Career Pathways program. Within the total number of new hires, disabled veterans made up 11.5%, a 6.2% increase from the previous year. The percentage of disabled veterans hired into the Career Pathways Intern program increased 8% from the previous year to 13.6% of all new student intern hires.

BPA continues to build an inclusive work environment for disabled veterans and veterans. Its Military Veterans Employee Resource Group contributed to the "Military Matters" intranet website which provides information on deployment, military leave, employment and reemployment rights of uniformed services, and other related resources. Copies of the FY 2013 Accomplishments Report and the FY 2014 DVVAP Plan are included in the Appendices.

Participation Rates for Major Occupations (Table A-6)

Information is not available for FY 2013.

EEO Planned Objectives

Women

Due to the BPA's hiring authority suspension, recruitment efforts were limited in FY 2013. However, Civil Rights and EEO will coordinate with the HCM Recruitment Team to review the current recruitment efforts and community partnerships, outreach efforts at colleges and universities, apprentice and Career Pathways (Student) Programs and with other organizations involved with the hiring and placement of women. BPA continues to encourage its management to work towards a diverse workforce that mirrors the community we serve and the civilian labor force. BPA reviews statistical data on a quarterly basis regarding female employees to ascertain improvement. (*See Part I, for planned activities for Women*)

Hispanics

Due to the BPA's hiring authority suspension, recruitment efforts were limited in FY 2013. BPA will review and expand, as appropriate, its recruitment efforts with minority-serving institutions and other organizations involved in the hiring and placement of Hispanics, and will encourage BPA management to work towards a workforce which mirrors the diversity in the CLF. (*See Part I, for planned activities for Hispanics*)

BPA will continue to review statistical data regarding the BPA Hispanic workforce for improvements. (*See Part I, for planned activities for Hispanics*)

African Americans

Due to the BPA's hiring authority suspension, recruitment efforts were limited in FY 2013. BPA will review and strengthen its recruitment efforts with minority-serving institutions and other organizations involved in the hiring and placing of Black/ African American males, and will work with management to have a workforce that mirrors the diversity in the CLF. The Agency will continue to review statistical data regarding Black/African American male employees on a quarterly basis. (*See Part I, for planned activities for African Americans*)

Persons with Targeted Disabilities

BPA will increase its representation rates of Persons with Targeted Disabilities and Persons with Disabilities by working toward accomplishing the four goals identified in the planned activities. (*See Part I, for planned activities for Persons with Targeted Disabilities*)

Accomplishments

Implemented new recruiting system. However, the new system was not able to produce the applicant pool participant rates for any of the groups; therefore, we cannot identify changes to the applicant pool for FY 2013.

The Diversity Action Plan is viewed as a long term organizational culture change process that is the function and responsibility of management to the point it becomes an integral part of our core way of operating out business. Historically, the Diversity Cross Agency Target (XAT) has tracked the success of the diversity program with a sole focus on representation in hires. With these targets, there has been no clear line of sight between program actions and their expected influence on these targets. In FY 2013, there is a desire to drive more of a connection between the actions individual business units can drive and succeed on the XAT.

- While not specifically targeted as recruitment of women events, with the exception of the Women In Trades event, BPA participated in the following recruitment efforts in FY13:

Accomplishment: BPA advertised and/or attended in the following publications/career fairs

Advertising FY13

- Northwest Youth Expo Conference Program-advertised in their brochure and had a career booth at this event – Diversity
- Portland Observer publication- advertised MLK edition-Diversity
- The Skanner- local Portland publication-Diversity
- Hispanic Employment and Business Fair – advertised in event brochure and sponsored a career booth at event- Diversity
- Diversity Careers—advertised in this publication- Women in Engineering
- Equal Opportunity Employer-advertised in this publication-Diversity
- Black EOE Journal publication-advertised-Blacks in Engineering
- Women in Trades Publication-advertised in this publication and co-sponsored women in trades event/had a career booth/had demonstration booths as well. – High School outreach
- American Association of Blacks in Energy Conference publication.
- Portland Observer publication- advertised in MLK edition
- Tapping Fresh Talent Event – Disabled Workers career fair

- BPA continues to promote our women engineers by participating in National Engineering Month to serve as role models for girls. BPA supported a community initiative with Portland State University: *“The National Science Foundation is funding a project at Portland State University to encourage students with disabilities to pursue scientific fields of study by connecting them with mentors who are working in those areas. The [STEM Mentor Project](#) is looking for people with and without disabilities to meet with a high school student twice a month from May to October.”*

- BPA participated in the *Women in the Trades* Fair on May 16-18, 2013, in Portland, Oregon, is the main outreach we participate in for tradeswomen; the fair reaches out to 1,500+ women and girls each year.

- A guide listing hiring authorities is available on the manager resource page on BPA's intranet.

- To ensure that all employees are familiar with professional development opportunities that would contribute towards building their development portfolio, several internal courses are available for employees. Additionally, Interest Announcements provide employees information regarding additional 'career advancing' opportunities.

- Continued partnership with Portland's Metropolitan Hispanic Chamber by sponsoring BPA employee participation in the Hispanic Chamber's Latino Leadership Development Program. BPA sponsored one employee in FY13.

- The recruitment staff promoted BPA as an “employer of choice” in a wide range of national publications, trade journals, professional associations, etc.:
 - Diversity Careers
 - Equal Opportunity Employer
 - Women in Trades Publication
 - American Association of Blacks in Energy Conference publication
 - Northwest Youth Expo Conference Program

- Since 2008, BPA has supported and sponsored the participation of twelve Hispanic BPA employees in an external leadership development program lead by the Portland Hispanic Metropolitan Chamber of Commerce. The Latino Leadership Development Program allows BPA employees to participate in leadership development curriculums and bring their learning experiences back to BPA. Participation also states that BPA graduates will mentor future BPA employees who compete and are selected to participate in the program.

Plans for Recruitment events, etc. for FY 2014

No recruitment events have been scheduled at the time this report was prepared. Updates, if any, will be provided in the next Md-715 Report.

EEOC FORM 715-01 PART F	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
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**CERTIFICATION of ESTABLISHMENT of CONTINUING
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

I, Godfrey C. Beckett, Manager am the

(Insert name above) Civil Rights and Equal Employment Opportunity,
GM-260/15

Principal EEO Director/Official for U.S. Department of Energy, Bonneville Power Administration





The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.


The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.





I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.





Signature of Principal EEO Director/Official Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.	Date

Elliot E. Mainzer, Administration	
Signature of Agency Head or Agency Head Designee	Date



EEOC FORM 715-01 PART G		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT		
Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.				
 Compliance Indicator	EEO policy statements are up-to-date.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
The Agency Head was installed on February 07, 2013. The EEO policy statement was issued on February 14, 2013. Was the EEO policy Statement issued within 6 - 9 months of the installation of the Agency Head? If no, provide an explanation.		x		
During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide an explanation.		x		
Are new employees provided a copy of the EEO policy statement during orientation?		x		
When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?		x		
 Compliance Indicator	EEO policy statements have been communicated to all employees.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?				N/A
Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?		x		
Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? [see 29 CFR §1614.102(b)(5)]		x		Posted on Internal and External BPA websites.





 Compliance Indicator	Agency EEO policy is vigorously enforced by agency management.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:		x		Addressed through our People and Culture Strategic Business Objective and Collaborative Relationship core competency which includes to Leverage Diversity.
resolve problems/disagreements and other conflicts in their respective work environments as they arise?		x		
address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?		x		
support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?		x		
ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?		x		
ensure a workplace that is free from all forms of discrimination, harassment and retaliation?		x		
ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications?		x		
ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?		x		
ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?		x		
Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions?		x		
Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.				
Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet?		x		
Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?		x		





Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.				
 Compliance Indicator	The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Is the EEO Director under the direct supervision of the agency head? [see 29 CFR §1614.102(b)(4)] For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official? (For example, does the Regional EEO Officer report to the Regional Administrator?)			x	EEO Director reports to the Chief Compliance Officer. EEO Director has complete access to Agency Head and Executive Leadership when needed.
Are the duties and responsibilities of EEO officials clearly defined?		x		
Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?		x		
If the agency has 2 nd level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?				N/A
If the agency has 2 nd level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting components?				N/A
If not, please describe how EEO program authority is delegated to subordinate reporting components.				
 Compliance Indicator	The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?		x		
Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?			x	Presented to Chief Operating Officer, Deputy Administrator and Chief Compliance Officer
Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes?		x		
Does the agency consider whether any group of employees or applicants might		x		





be negatively impacted prior to making human resource decisions such as re-organizations and re-alignments?				
Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. § 1614.102(b)(3)]		x		
Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the agency's strategic mission?		x		
 Compliance Indicator	The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?		x		
Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?		x		
Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?		x		
Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204		x		
Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204		x		
People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709		x		
Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?		x		
 Compliance Indicator	The agency has committed sufficient budget to support the success of its EEO Programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems		x		





Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?)	x		
Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?	x		
Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?	x		
Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?			N/A
Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?	x		
Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? [see 29 C.F.R. § 1614.102(b)(5)]	x		
Is there sufficient funding to ensure that all employees have access to this training and information?	x		
Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:	x		
for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?	x		
to provide religious accommodations?	x		
to provide disability accommodations in accordance with the agency's written procedures?	x		
in the EEO discrimination complaint process?	x		
to participate in ADR?	x		





Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY				
This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan.				
 Compliance Indicator	EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each manager's or supervisor's area or responsibility.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?		x		
Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency Counsel, Human Resource Officials, Finance, and the Chief information Officer?		x		


 Compliance Indicator	The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR § 1614.102(b)(3)]	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Have time-tables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?		x		Collaborative effort between Civil Rights/EEO Office and Human Capital Management Integrated Strategy & Policy Group.
Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?		x		Collaborative effort between Civil Rights/EEO Office and HCM Recognition Council.
Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?		x		Collaborative effort between Civil Rights/EEO Office and HCM Training and Learning Development.
 Compliance Indicator	When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?		x		
Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?		x		BPA updated its internal BPA Manual Chapter 400/713C-1, Non-discrimination Policy and reissued it on 11/30/2011
Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?		x		See Below
If so, cite number found to have discriminated and list penalty /disciplinary action for each type of violation. Consolidated cases (EEOC Case No. 551-2008-00104X and DOE Nos. 07-0024-BPA and 07-0081-BPA) Recommendation to Senior Management Official to take appropriate disciplinary action.				
Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?		x		
Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?		x		






Essential Element D: PROACTIVE PREVENTION Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.				
 Compliance Indicator	Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
	Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?	x		
	When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?	x		
	Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?	x		
	Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?	x		Through Diversity Plan & quarterly demographic updates
	Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?	x		Through Diversity Plan & quarterly demographic updates
	Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?	x		Through Diversity Plan & quarterly demographic updates
	Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?	x		Through MD-715 Report
	Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?	x		
 Compliance Indicator	The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
	Are all employees encouraged to use ADR?	x		
	Is the participation of supervisors and managers in the ADR process required?		x	ADR is a voluntary process, however Managers are strongly encouraged on a situational basis to use ADR to improve communications and/or resolve the case.

Essential Element E: EFFICIENCY Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.				
 Compliance Indicator	The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?		x		
Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?		x		
Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?		x		
Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all major components of the agency?		x		BPA's Reasonable Accommodation Coordinator
Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?		x		
 Compliance Indicator	The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the agency use a complaint tracking and monitoring system that allows identification of the location and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?		x		
Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?		x		
Does the agency hold contractors accountable for delay in counseling and investigation processing times?		x		See Below
<p>If yes, briefly describe how:</p> <p><i>Through regular status reports for cases assigned to contract investigators and providing extensions when necessary.</i></p>				
Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?		x		

Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?		x		
 Compliance Indicator	The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Are benchmarks in place that compares the agency's discrimination complaint processes with 29 C.F.R. Part 1614?		x		
Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?		x		
Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?		x		
Does the agency complete the investigations within the applicable prescribed time frame?		x		
When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?		x		
When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?		x		
When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?		x		
Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?		x		
 Compliance Indicator	There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
In accordance with 29 C.F.R. §1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?		x		
Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?		x		New Managers within 90 days of appointment and current managers on an annual basis.
After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?			x	ADR is a voluntary process, however Managers are strongly encouraged on a situational basis to use ADR to improve communications and/or resolve the case.

Does the responsible management official directly involved in the dispute have settlement authority?		x		After receiving delegated authority from the Chief Operating Officer.
 Compliance Indicator	The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the EEOC?		x		IComplaints System through the U.S. Department of Energy
Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102(a)(1)?		x		
Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?		x		
Do the agency's EEO programs address all of the laws enforced by the EEOC?		x		
Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?		x		
Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?		x		
Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?		x		
 Compliance Indicator	The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO complaints?		x		
Does the agency discrimination complaint process ensure a neutral adjudication function?		x		
If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?		x		

Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.			
 Compliance Indicator	Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.	Measure has been met	For all unmet measures, provide a brief explanation

 Measures		Yes	No	in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
	Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative Judges?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
 Compliance Indicator	The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are procedures in place to promptly process other forms of ordered relief?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
 Compliance Indicator	Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Is compliance with EEOC orders encompassed in the performance standards of any agency employees?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If so, please identify the employees by title in the comments section, and state how performance is measured.		Formal Complaints Manager, Critical Performance Element: EEO Complaint Processing		
Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.				
Have the involved employees received any formal training in EEO compliance?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Does the agency promptly provide to the EEOC the following documentation for completing compliance:		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	A sufficiency review is conducted by BPA's OGC to determine

			reasonableness of the attorney fees.
Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?	x		
Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, narrative statement by an appropriate agency official of total monies paid?	x		
Compensatory Damages: The final agency decision and evidence of payment, if made?	x		
Training: Attendance roster at training session(s) or a narrative statement by an appropriate agency official confirming that specific persons or groups of persons attended training on a date certain?	x		
Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s	x		
Posting of Notice of Violation: Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available.	x		
Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or agency's transmittal letter).	x		
Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.	x		
Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.	x		
Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in compliance matter.	x		
Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.	x		

Footnotes:

1. See 29 C.F.R. § 1614.102.

2. When an agency makes modifications to its procedures, the procedures must be resubmitted to the Commission. See *EEOC Policy Guidance on Executive Order 13164: Establishing Procedures to Facilitate the Provision of Reasonable Accommodation* (10/20/00), Question 28.

EEOC FORM 715-01 PART H	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
U.S. Department of Energy, Bonneville Power Administration		FY 2013
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Implement tracking the selection to and participation in internal and external leadership development programs.	
OBJECTIVE:	Achieve a diverse applicant pool and participation rates of BPA employees in internal and external leadership development programs.	
RESPONSIBLE OFFICIALS:	Human Capital Management including Strategic Business Partners, and Talent Acquisition/Recruitment Team	
DATE OBJECTIVE INITIATED:	September 19, 2013, EEOC TA Recommendation	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	January 2015 and ongoing	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Obtain internal and external applicant data for FY 2013 programs from Human Capital Management contact in Organizational Effectiveness	March 31, 2014	
Analyze data based on FY 2013 workforce demographics to determine eligible and potential barriers to participation.	May 30, 2014	
Identify the findings and discuss with HCM Director and Organizational Effectiveness contact to determine next steps.	August 1, 2014	
Prepare a report of the findings, next steps, identify POC, and notify responsible parties regarding implementation steps.	September 30, 2014	
Create a communication plan for distribution of opportunities.	October 30, 2014	
Report results in FY 2014 MD- 715	January 2015	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		
<p>The POC for the Leadership Development Programs is Tom Schmidt, Organizational Effectiveness Specialist. Currently six of our programs are competed.</p> <ol style="list-style-type: none"> 7. Executive Seminar Program, PSU, GS 13-15 8. National Policy Process Seminar Program, PSU, GS 13-15 9. African American Leadership Development, UCLA, GS 13-15 10. Asian Leadership Discovery Program, EDI, GS 12-14 11. Latino Leadership Development Program, Hispanic Metropolitan Chapter, GS 12-14 12. Leadership Forum, senior leader program at BPA. (announcement currently posted), Open to all GS 14-15s. 		

EEOC FORM 715-01 PART H	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
U.S. Department of Energy, Bonneville Power Administration		FY 2013
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Continued lower participation rate for Women, Hispanics, People with Disabilities, Black or African American, and individuals from other races and ethnicity categories in: <ul style="list-style-type: none"> • Total workforce • Major Occupations • Applicants and Hires • Awards 	
OBJECTIVE:	Achieve a diverse workforce where the participation rate of targeted EEO groups is at parity with the appropriate Civil Labor Force.	
RESPONSIBLE OFFICIALS:	All hiring officials, Human Capital Management including Strategic Business Partners, and Talent Acquisition/Recruitment Team	
DATE OBJECTIVE INITIATED:	October 1, 2009	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2020	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Develop customized recruitment for external major occupational and critical positions with low participation rates.	FY 2012-13. Talent Management Strategy primary objective is to ensure that BPA has a workforce that is the right size and composition; possesses the rights skills and competencies, and work is in the right environment to deliver on BPA's business objectives. The FEORP outlines the recruitment strategy.	
Through the BPA Talent Management Strategy Initiative 2: Improve Accessibility, Efficiency, and Effectiveness of Federal Hiring Process	September 30, 2016	
Improve the hiring process and tools for assessing and selecting candidates through a qualifying process that is efficient and compliant.	September 30, 2012 – average for the year will be calculated	
Improve and streamline processes and tools for identifying and managing effective recruiting tools and sources.	September 30, 2012	
Improve understanding and identification of current skill needs and skill availability in the workforce	September 30, 2012	
Improve applicant flow analysis so it will aide in future development of targeted recruitment and outreach strategies.	September 30, 2012	

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

Continued lower participation rate for Women, Hispanics, People with Disabilities, Black or African American, and individuals from other races and ethnicity categories in:

- Total workforce
- Awards

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

All of the above objectives are for recruitment and outreach therefore, the following provides accomplishments towards meeting those objectives along with the diversity and Inclusion plan Initiatives.

Talent Management Strategy

The Talent Management Strategy (Strategy) is an evolution of the past efforts to ensure BPA's workforce needs meets BPA's business needs. Over the past five years, BPA has conducted an annual workforce planning process, focused primarily on management of critical roles and skills to mitigated key Agency risks (previously called The Workforce Plan). While these efforts have yielded important information and alleviated critical skill gaps, annual workforce planning has been a useful but narrowly-focused process that is better conducted within the context of a comprehensive and integrated Strategy. The FY 2011-2012 Strategy is the first generation of an integrated strategic plan for shaping and managing the Agency's workforce and is important for several different reasons:

- Strategic People Management: the BPA workforce is the strategic asset that combined with generation and transmission delivers value to the region.
- Alignment: BPA workforce performance increases by aligning support of management activities in a common set of objectives.
- Risk Mitigation: Workforce risks are effectively managed by a robust talent management strategy that identifies, delivers, and monitors the effect on programs, processes, and systems.

In the 2013-2014 Talent Management Strategy, it addresses two key areas: the BPA Workforce and BPA's Ability to Manage that workforce. The 2011-2012 Strategy identifies six areas. When HCM updated the Strategy for 2013-2014, it was determined that we still needed to focus on the first two priorities (hiring, performance), but that the third (improve ability to anticipate and meet Agency skill and competency needs) had dropped in priority because we set ourselves on a great trajectory with the Leadership development programs that had been put in place. In its place, Bench Strength emerged as the third priority area for BPA over the FY2013-14 timeframe.

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Talent management is a responsibility shared across BPA. BPA's commitment to talent management is defined by the responsibilities and accountabilities of the executives, managers, and employees to build a culture that encourages professional personal growth aimed at the overall achievement of business goals and objectives. It is in this commitment that BPA will find the solutions to current and future challenges to deliver safe, reliable, low-cost power and services to the customers and achieve Key Agency Targets. The Talent Management Strategy has been structured to directly link workforce development and management to Agency strategic direction. The 2011-2012 Strategy addresses the two key areas: BPA's Workforce and BPA's ability to manage that workforce and is carried forward in the FY 2013-14 Strategy. The current strategy is limited to the approximately 3,100 federal employees and the approximately 1,100 supplemental labor workers contracted by BPA through third-party vendors, Expert/consultant services, independent contractors, and outsourced labor. This is an evolving strategy and the scope will broaden to include and address other sectors as BPA's understanding of these areas mature. The effective management of this asset, or "talent management", is the effective identification, development, and deployment of talent across the Agency. For BPA, there are three strategic objectives for talent management: 1) to have a workforce of the right size and composition, 2) with the right skills and competencies, 3) working in a positive work environment. The

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

2013-2014 Strategy (see the appendix 2013-2014 Talent Management Strategy document) provides an overview of those three objectives in the context of BPA's current strategic environment, an outline of the risks BPA faces in achieving those objectives, and an approach to mitigate the top risks over the next 5 to 7 years. The current Strategy considers BPA's management capabilities in terms of those provided by Agency managers and executives and by Human Capital Manager, Supply Chain, and Purchasing/Property Governance organizations. In the development of future Talent Management Strategy efforts, BPA may expand the scope of the total Workforce beyond current federal employees and contract workers as the population required to deliver BPA's mission consists of approximately 10,000 individuals (including the Bureau of Reclamation, the Army Corps of Engineers, Energy Northwest and third party vendors of contract labor).

Strategic Initiative 2: Improve Accessibility, Efficiency, and Effectiveness of the Federal Hiring Process, addresses President Obama's Key Performance Strategies with a goal to improve the efficiency of government. Performance Strategy #6: Attracting and Motivating Top Talent was developed to overhaul the Federal HR practices with a focus on improving the hiring process. The state of the economy will have and the intense competition among organizations in the labor market will have vast implications for talent management at BPA. The slow recovery means BPA will be under continued pressure to deliver low rates to the region while keeping costs down. At the same time, BPA is likely to experience increased competition for, and shortages in, key skill sets and occupations needed for success especially in the tech sector workers over the next ten years which indicate that certain skilled workers (i.e., IT workers) will remain in high demand and upward wage pressure will increase, meaning that BPA will face challenges to recruit and retain these workers while still controlling workforce costs.

In FY 11, BPA's Talent Acquisition implemented an Advanced Hiring Process: A) improve the processes and tools for assessing and selecting candidates through a qualifying process that is efficient and compliant; B) improve and streamline processes and tools for identifying and managing effective recruiting tools and sources. In FY 2012, progress has been made on these two initiatives but more work is needed. In FY 2013, BPA's current time to hire is 80 days which is still below OPM's goal. This is also noted in BPA's "Get Well" Project Plan as well.

Awards

The Agency Recognition Council took no actions in this area during FY 2013. Some years ago, the Administrator's Excellence Award Team expanded the criteria for the EEO/Diversity category to include the broader scope of a diverse and inclusive work. The Civil Rights and EEO Manager is a participating member of BPA's Recognition Council.

Electrical Apprenticeship Program

BPA has one of the most highly acclaimed high-voltage electrical apprentice programs in the world. The program consists of classroom study, homework, work process hours (on-the-job training), progress reviews, and craft-specific training for aspiring linemen, electricians and substation operators. The agency will continue to recruit from throughout the nation to find qualified candidates to fill apprenticeship positions which serve as feeder pools for our hourly workforce.

Technical colleges and institutions are strategically chosen due to their academic diploma or certification programs surrounding electrical, electronic, and industrial arts theories and practices as well as their concentrated diverse demographics and BPA will continue to use this colleges and institutions for qualified candidates.

Selecting Official Support

Successful placement depends heavily on the participation of the selecting managers in clearly defining the work to be done, the qualifications and education required, specialized skill sets desired, and assisting in the identification of professional associations and relevant job boards to supplement in the talent sourcing process.

BPA's recruitment and hire staff is committed to continuing best practices and to identify and develop new approaches to further enhance and refine the overall recruitment and selection process in FY 2012-13 by:

- Providing Strategic Business Partners (SBP) with information on low participation and zero representation rates for their assigned workgroups.
- Continue with internal survey to receive feedback on the hiring process from selection officials and new hires which began in July 2011.
- Talent Acquisition will continue partnerships through the SBP for succession planning that translates effectively to recruitment pipelines.
- Continue with interview training to Managers in FY 13 which includes a segment on understanding cultural differences.

Volunteers

Continue to use the volunteer program because it has the potential to increase our outreach during this time of limited hiring and is an excellent opportunity to provide exposure to diverse volunteers in the local community that might not otherwise have considered BPA for employment. BPA will continue outreach to local people of color and diversity organizations to enhance partnerships to improve applicant flow.

Recruitment and Outreach

We know we have great talent at BPA. We also know that when comparing 2004 to 2013 demographically:

- In FY 2013, minorities remain at 16% of our workforce compared to 14% in 2004. All other minority groups noted a decline or remained the same.
- Female representation during this time period decreased slightly from 33% to 33.81%.

- The percentage of our workforce that self identifies disabilities has increased from 6% to 9.87%.

During the years in review, FY 2007 thru FY 2013, 64.6% of the workforce who were eligible to retire in a particular year, actually did retire. The rest postponed retirement for various reasons. The average number of separations during the years in review is 195, while the average number of new hires is 202. Both separations and new hires closely approximate each other, with new hires having a slight but insignificant edge.

Retirements have decreased from 70.80% of all separations in 2007 to 60.32% in 2013. As is the case in the general economy, people are generally postponing retirement because of the uncertainty overshadowing the economy.

VETERANS

Veterans constitute a significant percentage of all separations from BPA, with nearly 70% of all separations being veterans. At the same time, the average number of veteran hired on a yearly basis is about 30% of all hires, so BPA is losing more veterans than its hiring. There should be a concerted effort to recruit, and hire more veterans if the agency plans to keep pace with veteran separations. The agency owes it to veterans whose sacrifices in the most dangerous of places have made it possible for us to live in peace. The agency's recruitment efforts needs to be evaluated, and robust outreach programs should be implemented so that BPA can reach more veterans. BPA should consider advertising in the Armed Forces as well as institutions and other organizations that have working relationship with veterans and the Armed Forces.

MINORITIES

The percentage of BPA's minority workforce has stayed about the same at about 16% from FY 2007 to FY 2013. However, African Americans and Native Americans have declined from their peak in 2007. As is the case with the agency's veteran workforce, more Africans and Native Americans are leaving the agency than those being hired. The African American workforce decreased from 4.66% in 2007 to 3.49% in 2013, while the Native American workforce decreased from 1.61% in FY 2007 to 1.62% in FY 2013. BPA should continue to reach out to all minority groups, but more so to the groups whose workforce participation is demising. For African Americans, there are organizations such as the Urban League, Blacks in Energy, National Black MBAs, Historically Black Colleges and Universities, the NAACP, African publications, and many others that could be beneficial to the agency's recruiting. With regards to Native Americans, HCM can partner with Tribal Affairs to reach out to Native Americans. BPA does in fact has such an agreement with the American Indian Science and Engineering Society, AISES. Over the past few years, BPA has been able to hire a handful of students from AISES as summer interns, and some of them have been converted to career conditional. BPA should increase its efforts at recruiting students and graduates from AISES. There are also Indian Reservations in the Pacific Northwest that have high schools that we can partner with and develop relationships similar to the one with AISES.

The fastest growing group is Asians shows representation has increased from 3.88% in FY 2007 to 5.4% of the workforce in FY 2013. The major contributing factor to their rapid increase is not clear. The simplest answer is that BPA is hiring more of Asian. However, the reasons why we are hiring more of them is not obvious.

CONCLUSIONS

The dynamics involving changes in workforce representation are important and fascinating topics that require collaborative efforts from different segments of the organization. Otherwise the root causes may be glossed over, and in the final analyses, the real reasons may not be apparent.

Applicant Flow

Implemented a new recruiting system, Avue, in FY 2013, which was supposed to be able to produce applicant flow data along with the required MD-715 data tables. However, the system thus far has not been successful in providing the necessary reports including applicant pool participation rates for women and other underrepresented groups. The Human Capital Management organization is working on this problem.

Women and Other Underrepresented Groups Recruitment Efforts

BPA again participated in The Women in the Trades Fair is the main outreach BPA participates in for tradeswomen - it reaches 1,500+ women and girls each year.

Accomplishment: BPA advertised and/or attended in the following publications/career fairs

- Diversity Careers—advertised in this publication
- Equal Opportunity Employer—advertised in this publication
- Black EOE Journal publication—advertised in this publication
- Women in Trades Publication—advertised in this publication and co-sponsored women in trades event/had a career booth/had demonstration booths as well.
- American Association of Blacks in Energy Conference publication.
- Northwest Youth Expo Conference Program—advertised in their brochure and had a career booth at this event
- Portland Observer publication- advertised in MLK edition
- The Skanner - local Portland publication- advertised
- Hispanic Employment and Business Fair – advertised in event brochure and sponsored a career booth at event
- Tapping Fresh Talent Event – Disabled Workers career fair

Recruitment System

The new recruiting system implemented in early FY 2013 has not provided the data as was promised. BPA is now using USA jobs for advertising positions and must go through DOE's Human Capital Office for rating, ranking, and appointment. However, a guide listing hiring authorities is available on the manager resource page on BPA's intranet.

Focus for 2013 is to increase recruiting staff that could complete development of a database of current and past candidates which demonstrates interest in career opportunities at BPA via sourcing strategies, outreach, and executive referral, etc.* Requires implementation of dedicated recruitment technology to execute – this is on hold pending the return of BPA's hiring authority and HCM staffing.

BPA's recruitment efforts were concentrated on Veterans with BPA participating in the following events:

FY13 veterans recruitment schedule			
Date	Event	Location	Participants
11/13/2012	Hiring our Heroes Veterans Career Fair	Portland OR	200
11/15/2012	Veteran Hiring Event/ Worksource	Vancouver WA	150
1/7/2013	Transitioning Veterans Hiring Event/Ft. Lewis-McChord Base Joint Base	Lakewood WA	80
1/8/2013	Veterans Electrical Apprentice Recruitment Veterans Presentation/Bangor Submarine Base	Bremerton WA	55
2/1/2013	Veterans Electrical Apprentice Presentation/Worksource	Vancouver WA	20
5/16/2013	hiring our Heroes Veterans Event/Worksource	Vancouver WA	200
8/7/2013	Hiring Heroes Veterans Event/Ft. Lewis-McChord Base Joint Base	Lakewood WA	300
8/20/2013	Veterans Diversity Fair	Bellevue WA	50
			1055

No vets were hired as a result of BPA being at FY 2013 recruitment events since the majority of vacant positions were being held for priority placements; only critical positions approved later in the year by the Position Advisory Group would have been advertised or filled outside of the priority placements.

Career Development Opportunities

The Agency continues to support Career Development opportunities through the use of the following staffing tools: (1) One time Accelerated training and promotion program for civil and mechanical engineers and (2) Consecutive Accelerated training program for Electrical and Electronic Engineers.

Participation in External Leadership Development Programs: The Agency once again supported participation of employees in internal and external leadership development programs. In FY 2013, BPA supported twenty-seven participants in nine different programs. In FY 2014, BPA plans to offer fourteen internal and external leadership development programs. Updates on BPA participation rates will be provided in the next MD-715 Report. POC for these Programs is Tom Schmidt, Organizational Effectiveness Specialist.

Student Program:

The Bonneville Power Administration utilizes the Pathway hiring authorities in order to attract talent and feed future succession pipeline. At BPA, the student program is developed based on outlook to build future succession pipeline. Students are provided with a full orientation of the organization; development plans include rotation assignments in order to build business acumen. Each business unit as developed a student board that ensures meaningful work experiences and availability to mentors throughout the student's career experience. In FY 2013, BPA hired 22 new Pathways students, but they were not hired at a recruitment event (it was a vacancy announcement).

BPA's Diversity Plan identified the following Actions and Results for FY 2013:

BPA created a multi-year Diversity Action Plan (DAP) for FY 2011-2015. The DAP is aligned with Talent Management Strategy risk treatments and supports BPA's People and Culture Targets. The lead Diversity Management Specialist position has not been permanently filled since FY 2011; therefore many of the planned actions for FY 2012-13 have not been completed and have been pushed out to the next fiscal year and beyond. The position is currently filled as a collateral-duty assignment by utilizing internal BPA HCM staff. The HCM organization focus is completing the implementation of BPA's HCM "Get Well" Project Plan as a result of the DOE_IG and OPM Audits. Therefore, it is unclear whether this position will be permanently filled in FY 2014 or FY 2015.

Diversity is an agency-wide strategic priority and is included in the Cross Agency Targets. BPA's continues its commitment to employee diversity through leadership and by including the value of diversity into the agency's business planning models. The result will increase competency in acquiring and positioning talent, thus motivating and aligning employees and providing the positive work environment necessary for success. However, overall the score of the Cross Agency Target (XAT) is not met for FY 2013. All three elements' targets were missed. Therefore, this targets will be carried over to FY 2014-2015.

The following FY2012-13 Actions include:

Objective #1. Demonstrate Diversity Leadership:

Key areas of focus

- Enable leadership to serve as diversity catalyst
- Create diversity dialog

Leadership will regularly communicate and model the agency's vision and commitment for diversity. Executives will hold themselves, managers, and staff accountable for achieving results associated with clearly defined workforce and workplace diversity goals.

This Diversity Objective links to Agency Strategic Objective (P1) High Performance – *We excel with clear performance expectations to deliver the mission.*

Object #1 FY13 Key Measure:

Objective #1 – Demonstrate Diversity Leadership: 85% of Executives and Sr. Managers (Tier I/II) attend an external diversity/networking event to recruit, educate, learn, or provide general goodwill and outreach.

Objective #1 –Target Not Met

The end-of-year reporting for Demonstrate Diversity Leadership showed 53% of the identified Executive Board members reporting participation in an external diversity event (target of 85%). Although the target was not met, executives and senior managers participated in the following events in FY 2013:

3/20/2013	NW Youth Expo
4/4-5/13	NW Power/Utilities Internal Audit Conf. (PAC, PGE, Avista, NNG, PwC, etc.)
2/1/2013	NW MBA Consortium Career Conference
5/16/2013	Veteran's Career Fair
5/17/2013	Women in Trades - Career Fair Hosted by NECA-IBEW Electrical Training Center
4/12/2013	UO Diversity Symposium at the MAC
2/1/2013	NW MBA Consortium Career Conference
4/12/2013	UO Diversity Symposium at the MAC
11/6/12 and 11/18/12	Nez Perce (11/6/12), Yakama (11/8/12), and Kalispel Tribes
5/17/2013	Women in Trades - Career Fair
2/1/2013	NW MBA Consortium Career Conference
4/11/2013	Diversity Leaders Network: NonProfit Generation Gap Addressing Age Diversity (Sponsored by PGE).
5/14/2013 and 6/13/13	AISES Professionals Chapter Meeting and Diversity Leaders Network (Ecotrust Conference Center)
4/11/2013	Diversity Leaders Network: NonProfit Generation Gap Addressing Age Diversity (Sponsored by PGE).
3/20/2013	NW Youth Expo
1/21/2013	MLK Community/Networking Event
5/14/2013 and 8/13/13	AISES Professionals Chapter Meeting and Diversity Leaders Network (Ecotrust Conference Center)
10/20/2012 and 5/11/13	iUrban Teen Summit at WSU and University of Portland
10/15 - 10/21	Careers in Energy Week - HS Visits
5/17/2013	Women in Trades Event
4/22/2013	Urban League Career Fair
6/25/2013	Hispanic Employment & Business Fair at Oregon Convention Center

Objective #2 – Acquire/Retain/Sustain Diverse Talent

BPA will have a workforce that is representative of the community it serves. This workforce best affords BPA the talent and ability to perform its vital mission.

This Diversity Objective links to Agency Strategic Objective (P2) Right Composition and Size – *Our workforce is diverse and of the right composition to flexibly adjust to evolving business needs.*

Objective #2 FY13 Key Measures:

- Applicant Pool, Referred, and Selections

- 33% Women
- 17% Minority

Objective #2 – Acquire Ready Talent - Target Not Met

BPA was not able to meet its hiring goals for FY 2013 due to systemic issues in Human Capital Management (HCM) operations.

Objective #3 – Develop an Inclusive Work Environment

BPA achieves a level of intercultural competence needed for a diverse workforce, and inclusive work environment, and workforce productivity. BPA has a work environment where diversity is valued and respect is demonstrated; which elicits the best performance from individuals.

This Diversity Objective links to Agency Strategic Objectives (P4) Positive Work Environment – *We demonstrate safety, accountability and high engagement while modeling the agency core values.*

Objective #3 - FY13 Key Measure:

- 95% all employees complete diversity training

Objective #3 – Develop a Positive Work Environment - Target Not Met

This target was narrowly missed. Final results for FY 2013 indicate that 94% of employees and managers/supervisors met the requirement for Diversity training, against the target of 95%.

It should be noted that Element #3 was below target by a margin of only 1%.

BPA continues with the Let's Talk Series for FY 13 with a three-hour Required Generational Diversity Training to meet the three hour training requirement for employees and the four-hour training requirement for managers

BPA has also continued with its Let's Talk BPA Cultures – dialogue sessions associated with the BPA resource/affinity groups. Discussions were offered during the months that focus on National Observances i.e. National Native American Heritage Month, where a panel of Native Americans will talk about their culture and how BPA responds to their cultural diversity needs. Martin Luther King Holiday, Black History Month; Women's History Month March; Christian Values presentations April; Asian Pacific Heritage Month May, Gay Lesbian Bisexual and Transgender Month June; Women's Equality in August, and Hispanic Heritage Month begins September 15.

EEOC FORM 715-01 PART H	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
U.S. Department of Energy, Bonneville Power Administration		FY 2013
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Alternative Dispute Resolution Process – in FY 2012 the participation rate was identified as 14.29%, and EEO Counseling Timeliness.	
OBJECTIVE:	Increase pre-complaint (informal Counseling) ADR participation rate	
RESPONSIBLE OFFICIALS:	Civil Rights and EEO	
DATE OBJECTIVE INITIATED:	September 19, 2013, EEOC TA Recommendation	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2014 and ongoing	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Review current ADR process to determine improvements.	March 31, 2014	
Review EEOC's ADR Report: Part II – Best Practices in Alternative Dispute Resolution FY 2003-FY 2004 potential improvements.	June 30, 2014	
Identify improvements and make appropriate changes	October 31, 2014	
Complete the training of two current collateral duty EEO Counselors to serve as lead facilitators for ADR and mediations.	October 31, 2014	
Lead EEO Counselor to schedule and deliver an ADR/Mediation presentation and have an information table at a future all BPA's Manager's Meeting.	October 1, 2015	
Conduct an EEO/ADR survey in FY 2014 to determine EEO/ADR usefulness.	October 30, 2015	
Lead EEO Counselor to conduct Lunch-and-Learn sessions to increase the knowledge of ADR	Implement in FY 2015 and ongoing	
Report in MD-715	January 2015	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		

BPA inputs data into the Department of Energy's tracking system, the IComplaints data base. Minimal formal training has been provided by DOE to BPA's Civil Rights and EEO POCs for inputting information into this system; therefore, the 462 Report for FY 2011 did not accurately reflect BPA's offering of Alternative Dispute Resolution (ADR) at the pre-complaint (informal counseling) stage.

Through trial and error, BPA EEO staff members have successfully input the ADR information into the IComplaints data base and have therefore increased the number ADR/Mediations which are offered as is shown in the 462 Report for FY 2013. A review of ADR statistics reveals that the majority of ADR declines are from the Aggrieved Individuals rather than Management. The most common reason is they don't believe Management will come to the table in good faith.

ADR is offered to everyone who enters into the EEO pre-complaint process. Alternative Dispute Resolution information is currently provided and offered at a minimum of five times in the processing of an EEO complaint. 1) During the initial discussion with the Lead EEO Counselor; 2) If the case is referred to the Intake process, ADR is again discussed and offered; 3) If the case is referred onto an EEO Counselor, the EEO Counselor discusses ADR and it is offered; 4) the EEO Counselors also inform the Manager of the availability of ADR; 5) If the case moves to the formal process, ADR offered and may be utilized at any time during the formal complaint process. If ADR is agreed to, the Lead EEO Counselor takes the request to Management and up the management chain if necessary.

All collateral-duty EEO counselors are required to take 40-hours of mediation training as a pre-requisite before they may take cases. They are also required to take EEOC's 32-hour EEO Counseling training. EEO Counselors are also encouraged, but not required to become involved in outside mediation opportunities to enhance their skills levels toward resolution. We anticipate the additional trained collateral-duty EEO Counselors will result in an increase in the number of cases moving to ADR and an increase in settlements as well.

EEOC FORM 715-01 PART H	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
U.S. Department of Energy, Bonneville Power Administration		FY 2013
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	In FY 2012, BPA timely completed only 25% of its EEO Counseling cases.	
OBJECTIVE:	Increase timely completion EEO counseling cases.	
RESPONSIBLE OFFICIALS:	Civil Rights and EEO Lead EEO Counselors and Collateral-Duty EEO Counselors	
DATE OBJECTIVE INITIATED:	September 19, 2013, EEOC TA Recommendation	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2014 and ongoing	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Review EEOC's Report: <i>Attaining a Model Agency Program: Efficiency</i> for potential areas to review and improve.	June 30, 2014	
Based on the areas identified in the above objective, conduct a review of the current EEO Counseling process to determine gaps and improvements needed.	September 30, 2014	
Implement improvements	October 1, 2014	
Lead EEO Counselor to schedule and deliver quarterly EEO Counselors Meetings to supplement and increase knowledge an ADR/Mediation and to timeliness.	September 30, 2014	
Conduct an EEO/ADR survey in FY 2014 to determine EEO/ADR usefulness.	October 30, 2015	
Finish training new Collateral- duty EEO Counselors so they can begin counseling on their own	December 2014.	
Report in MD-715	January 2015	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		
We anticipate the timeliness of EEO pre-complaint\informal counseling cases will increase with the additional trained collateral-duty EEO Counselors we are bringing on board in FY 2013. Timeliness will be reported on in the next annual 462 Report and in the next MD-715 Report.		

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

In FY 2012

FY 2013 Pre-Complaint Processing (aka Informal EEO Counseling)

Informal Complaints:

Informal contacts received:	100+
Total Informal Complaints Counseled:	23
Informal Cases Closed - No formal complaint filed:	8

In mid FY 2013, the Civil Rights and EEO Office revised the “intake” process which is a part of informal EEO pre-complaint counseling. The revised objectives are to:

- Help ensure the aggrieved individual is fully aware of available options and is electing to sue EEO because they believe it is the right conflict-resolution forum for their issue
- Give aggrieved individuals assistance with EEO paperwork to speed the EEO Counseling process; and
- Enable EEO Counselors to focus on case resolution.

As a result of this revised Intake process, the number of cases moving to the pre-complaint\informal counseling and formal complaint stages has been reduced and individuals received pertinent information about other more appropriate options to resolve their concerns.

• Individuals referred to the new intake process	46
• Case currently being processed	1
• Individuals completed the intake process and were referred to an EEO Counselor for case resolution	18
• Individuals decided to pursue another option to resolve their claim	20
• Individuals dropped their claims	7

FY 2012 BPA inputs data into the Department of Energy’s IComplaints data base. No formal training was provided by DOE on the use of this process, therefore, the FY 2011 462 Report did not accurately reflect that BPA was in-fact offering ADR at the pre-complaint (informal counseling) stage.

EEOC FORM 715-01 PART H	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
U.S. Department of Energy, Bonneville Power Administration		FY 2013
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Completion of EEO Investigations – in FY 2012 the participation rate was identified as 17%.	
OBJECTIVE:	Increase the timelessness of completing EEO Investigations	
RESPONSIBLE OFFICIALS:	Civil Rights and EEO	
DATE OBJECTIVE INITIATED:	September 19, 2013, EEOC TA Recommendation	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2014 and ongoing	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Review EEOC's Report: <i>Attaining a Model Agency Program: Efficiency for improvements.</i>	May 30, 2014	
Review current Investigation process to identify gaps and areas of improvements outlined from the review of EEOC's report.	September 30, 2014	
Implement noted improvements	September 30, 2014	
Recruit and hire an EEO Assistant	October 1, 2014	
Report in MD-715	January 2015	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		
<u>Accomplishments</u>		
<u>FY 2013 Formal Complaints:</u>		
FY 2013 Total Formal Complaints Filed:	19	
FY 2013 Total Formal Complaints Processed:	29	
Prior Years Formal Complaints Processed in FY 2012:	13	
FY 2013 Total Closures:	8	
<u>FY 2013 EEO Investigations:</u>		
FY 2013 Total EEO Investigations completed:	7	
As of the date of this Report, BPA's Civil Rights and EEO Office consists of five Equal Employment Opportunity Specialists and one Civil Rights and EEO Manager who is also BPA's EEO Officer. The five EEO Specialists have the following responsibilities: One EEO Specialist is dedicated to the EEO counseling Intake process. One EEO Specialist is the dedicated Lead EEO Counselor and BPA's ADR Coordinator. One EEO Specialist is the Hispanic Employment and People with Disabilities Program Manager and Pluralism		

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE - continued

Council Liaison (Employee Resource Groups). One EEO Specialist conducts EEO Counseling and is our webmaster for both the internal and external EEO webpages. One Specialist is the Federal Women's Program and Formal Complaints Manager. The Office has been unable to hire a replacement for its Office Manager/EEO Assistant who took a reassignment more than two years ago. Therefore, the five EEO Specialists all prepare, finalize, copy, and send all of their own correspondence.

One EEO Specialist is the dedicated Lead EEO Counselor and BPA's ADR Coordinator. In this role, the Lead EEO Counselor is responsible for overseeing the Intake Process, answering questions from contacts and providing referrals to other services providers, providing on-the-job, one-on-one training of the new collateral-duty EEO Counselors, coordinating the ADR processes both for EEO and non-EEO related items, providing guidance to the more senior collateral-duty EEO Counselors (2) as needed, and training them to serve as the lead facilitators for conducting ADR\mediations. We believe the additional collateral-duty EEO Counselors will have an increase in the timeliness of the EEO pre-complaint processing times.

One EEO Specialist holds the dual role of FWP and Formal Complaint Manager. As the FWP, she coordinates events in observance of March as National Women's History Month and Women's Equality Day in August. As the Formal Complaints Manager, her duties encompass the entire formal complaint process as outlined in MD-110. Beginning with obtaining the EEO Counselor's report after a formal complaint has been filed, issuing the Notice of Receipt and seeking additional information as needed, analyzing complaints to prepare and issue the Acceptance/Dismissal, assigns and works with the three firms BPA contracts with for investigations, prepares all correspondence, conducts discussion of settlement with both the complainant and the management officials, gathers the requested documents for the EEO investigator, reviews the completed Reports of Investigations for accuracy and completeness, inputs required data into DOE's IComplaints system for each case as the case progresses, monitors and tracks timelines of investigations and final agency decisions (FADs are prepared by DOE's Office of Civil Rights in Washington DC), provides assistance to BPA's General Counsel's Office as requested when a case moves to a hearing; prepares the quarterly No FEAR Act reports from the DOE's IComplaints data base; completes the Annual 462 and is the lead for the MD-715 Annual Reports. She also reviews and approves Cultural Awareness events to receive Diversity Training Credits and is the SME for required Annual Sexual Harassment and No FEAR Training and the EEO modules training updates and web-based trainings. We have also seen a 200% rise in the number of contacts. While formal complaints have increased by 77% from FY 2012 to FY 2013. See Part H for a plan to correct this deficiency.

BONNEVILLE POWER ADMINISTRATION

FY 2012 MD-715

PART I

AWARDS

EEOC FORM 715-01 PART I	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Bonneville Power Administration	FY 2013	
<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?</p>	<p>There are disparities regarding the granting of awards to some groups:</p> <p><u>Time-Off Awards</u> In both time-off award categories (1-9 hrs. and 9+ hrs.), the participation rates for females, African Americans, and Hispanics were below their participation rates in the Agency.</p> <p><u>Cash Awards (\$100 - \$500)</u> Hispanic females, African Americans, Asians, and American Indian/Alaska native females had participation rates above their participation rates in the Agency workforce.</p> <p><u>Cash Awards (\$501+)</u> Males in general, white males, and American Indian/Alaska native females had participation rates above their participation rates in the Agency workforce.</p> <p><u>Quality Step Increases</u> Native Hawaiian and Indian/Alaska native females were the only group that did not receive quality step increases.</p> <p><u>Targeted Disabilities</u> Employees with Targeted Disabilities had participation rates below their participation rates in the Agency workforce in the Cash Awards (\$100-\$500) category. Employees with Targeted Disabilities had participation rates above their participation rates in the Agency workforce in the Cash Awards \$501+) category. However, employees with Targeted Disabilities had participation rates below their participation rates in the Agency workforce in the Time-Off Awards (1-9 hrs.) category. Furthermore, Employees with Targeted Disabilities did not receive quality step increases.</p> <p>The above conditions were recognized by reviewing DOE statistical data Tables A13 and B13 regarding award receipt and comparing participation rates of employee groups with appropriate benchmarks.</p>	
<p>BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>The Agency does not formally or consistently administer an oversight program to identify and rectify award disparities. The inter-Agency team will formulate an action plan to address the establishment of timetables to review the employee recognition and awards program and procedures to identify systemic barriers to full participation.</p>	
<p>STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure, or practice that has been determined to be the barrier of the undesired condition.</p>	<p>N/A at this time.</p>	
<p>OBJECTIVE: State the alternative or revised agency policy, procedure, or practice to be implemented to correct the undesired condition.</p>	<p>TBD by Inter-Agency Recognition Team</p>	
<p>RESPONSIBLE OFFICIAL:</p>	<p>Chief Human Capital Officer, Recognition Team.</p>	
<p>DATE OBJECTIVE INITIATED:</p>	<p>October 1, 2011</p>	
<p>TARGET DATE FOR COMPLETION OF OBJECTIVE:</p>	<p>October 2, 2014</p>	

EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE September 30, 2014
Planned activities will be developed by an inter-Agency team.		
<p><u>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</u></p> <p>The Agency Recognition Council took no actions in this area during FY2012. Some years ago, the Administrator's Excellence Award Team expanded the criteria for the EEO/Diversity category to include the broader scope of a diverse and inclusive work.</p> <p>A modified objective will be developed and a target date established by the inter-Agency team for FY 14.</p>		

BONNEVILLE POWER ADMINISTRATION

FY 2012 MD-715

PART I

BLACK OR AFRICAN AMERICAN MALES

EEOC FORM 715-01 PART I	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Bonneville Power Administration	FY 2013	
<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?</p>	<p>Black or African American males have a lower participation rate in the Agency of 2.09% compared to the CLF of 5.49%.</p> <p>The percentage of new hires of permanent African American males of 2.06% is lower than the percentage of African American males in the CLF of 5.49%.</p> <p>The percentage of separations increased FY 11 to FY13 from 1.06% to 2.33% respectively. That separation rate compares unfavorably to the percentage of African American males in the permanent workforce, which is of 2.09% for FY13. African American males have increased their level of participation in the Executive/Senior Level Officials and Managers category from FY 11 to FY13 remained constant at 2.92% respectively.</p> <p>African American males participate in the BPA workforce mainly as Professionals and Operatives. While working as Professionals, primarily in the Program Management occupation, the rate of participation is 2.75%, which is down from the FY11 level of 3.02%. African-American males as Operatives at a level of 6.25% as manual labor Operatives.</p> <p>The above conditions were recognized as a result of analyzing Agency statistical data (Tables A1, A3, A8, and A14,) and comparing participation rates of African American males with the appropriate benchmarks</p>	
<p>BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>Tables A8 and A14 regarding hires and separations were analyzed. Tables A7 and A9 regarding applicants and hires in major occupations and internal selections in major occupations were analyzed and data from prior year MD-715. Information was obtained from appropriate Agency Staff.</p>	
<p>STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure, or practice that has been determined to be the barrier of the undesired condition.</p>	<p>After reviewing the above information, it appears that the Agency's recruitment and hiring/selection practices have resulted in lower than expected improvements in the participation rates of African-American males. The barrier seems to exist in the recruitment and hiring efforts.</p> <p>Furthermore, the percentage of diverse applicants referred is substantially higher than the diversity of the new hires.</p>	
<p>OBJECTIVE: State the alternative or revised agency policy, procedure, or practice to be implemented to correct the undesired condition.</p>	<p>BPA will review and expand its recruitment efforts with minority-serving institutions and other organizations involved in the hiring and placing of African American males, and will encourage management to work towards having a workforce that mirrors the diversity in the CLF. The Agency will continue to periodically review statistical data regarding African-American male employees.</p>	
<p>RESPONSIBLE OFFICIAL:</p>	Human Capital Management's Talent Acquisition and selecting officials	
<p>DATE OBJECTIVE INITIATED:</p>	September 13, 2007	
<p>TARGET DATE FOR COMPLETION OF OBJECTIVE:</p>	September 30, 2020	

EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier																																														
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:			TARGET DATE (Must be specific)																																												
<p>BPA will continue its partnership with Diversity Careers and Equal Opportunity Publications (EOP) by identifying interviewees for future issues. We will also leverage other BPA business units to support our efforts such as:</p> <ul style="list-style-type: none"> • Providing recruitment materials for events that a recruiter is unable to attend. • Partnering with Special Emphasis Program Managers to assist in increasing minority applicant by identifying sources and providing community and outreach services, networking with various external organizations, and assisting with recruitment efforts. 			<p>September 30, 2012 and ongoing</p>																																												
<p>Continue partnering with websites that target diverse populations in order to expand awareness of the BPA brand through the following :</p> <ul style="list-style-type: none"> • American Association of Blacks in Energy • National Association of African Americans in Human Resources 			<p>September 30, 2012 and ongoing</p>																																												
<p>The recruitment staff will continue promoting BPA as an "employer of choice" in a wide range of national publications, trade journals, professional associations, etc.</p> <ul style="list-style-type: none"> • Diversity Careers • Equal Opportunity Employer publication • Women in Trades Publication • American Association of Blacks in Energy Conference publication • NW Youth Expo Conference Program 			<p>September 30, 2012 and ongoing</p>																																												
<p>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE Due BPA's hiring authority suspension, recruitment efforts for FY 2013 consisted of events targeting veterans.</p> <p>Accomplishment: BPA advertised and/or attended in the following publications/career fairs</p> <ul style="list-style-type: none"> • Diversity Careers—advertised in this publication • Equal Opportunity Employer-advertised in this publication • Black EOE Journal publication-advertised in this publication • Women in Trades Publication-advertised in this publication and co-sponsored women in trades event/had a career booth/had demonstration booths as well. • American Association of Blacks in Energy Conference publication. • Northwest Youth Expo Conference Program-advertised in their brochure and had a career booth at this event • Portland Observer publication- advertised in MLK edition • The Skanner - local Portland publication- advertised • Hispanic Employment and Business Fair – advertised in event brochure and sponsored a career booth at event • Tapping Fresh Talent Event – Disabled Workers career fair <table border="1" data-bbox="191 1461 1380 1915"> <thead> <tr> <th colspan="4">FY13 veterans recruitment schedule</th> </tr> <tr> <th>Date</th> <th>Event</th> <th>Location</th> <th>Participants</th> </tr> </thead> <tbody> <tr> <td>11/13/2012</td> <td>Hiring our Heroes Veterans Career Fair</td> <td>Portland OR</td> <td>200</td> </tr> <tr> <td>11/15/2012</td> <td>Veteran Hiring Event/ Worksource</td> <td>Vancouver WA</td> <td>150</td> </tr> <tr> <td>1/7/2013</td> <td>Transitioning Veterans Hiring Event/Ft. Lewis-McChord Base</td> <td>Lakewood WA</td> <td>80</td> </tr> <tr> <td>1/8/2013</td> <td>Veterans Electrical Apprentice Recruitment Veterans Presentation/Bangor Submarine Base</td> <td>Bremerton WA</td> <td>55</td> </tr> <tr> <td>2/1/2013</td> <td>Veterans Electrical Apprentice Presentation/Worksource</td> <td>Vancouver WA</td> <td>20</td> </tr> <tr> <td>5/16/2013</td> <td>hiring our Heroes Veterans Event/Worksource</td> <td>Vancouver WA</td> <td>200</td> </tr> <tr> <td>8/7/2013</td> <td>Hiring Heroes Veterans Event/Ft. Lewis-McChord Base</td> <td>Lakewood WA</td> <td>300</td> </tr> <tr> <td>8/20/2013</td> <td>Veterans Diversity Fair</td> <td>Bellevue WA</td> <td>50</td> </tr> <tr> <td></td> <td></td> <td></td> <td>1055</td> </tr> </tbody> </table>				FY13 veterans recruitment schedule				Date	Event	Location	Participants	11/13/2012	Hiring our Heroes Veterans Career Fair	Portland OR	200	11/15/2012	Veteran Hiring Event/ Worksource	Vancouver WA	150	1/7/2013	Transitioning Veterans Hiring Event/Ft. Lewis-McChord Base	Lakewood WA	80	1/8/2013	Veterans Electrical Apprentice Recruitment Veterans Presentation/Bangor Submarine Base	Bremerton WA	55	2/1/2013	Veterans Electrical Apprentice Presentation/Worksource	Vancouver WA	20	5/16/2013	hiring our Heroes Veterans Event/Worksource	Vancouver WA	200	8/7/2013	Hiring Heroes Veterans Event/Ft. Lewis-McChord Base	Lakewood WA	300	8/20/2013	Veterans Diversity Fair	Bellevue WA	50				1055
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BONNEVILLE POWER ADMINISTRATION
MD- 715

PART I
HISPANICS

EEOC FORM 715-01 PART I	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
US Department of Energy, Bonneville Power Administration	FY 2013	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	<ul style="list-style-type: none"> • The Hispanic BPA workforce is at 3.59% and remains well below the CLF Hispanic workforce participation rate of 9.96%. • Hispanic Women are not represented in the following General Schedule Grades: GS-01 – GS07, andGS-10. • Hispanic Men are not represented in the following General Schedule Grades: GS-01 – GS-08and GS-15. Hispanic Men are not represented in the Senior Executive Service.. • The percentage of Hispanic permanent new hires of 2.38% is lower than the percentage of Hispanics in the CLF of 9.96%. 	
BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.	<ul style="list-style-type: none"> • Table A1 was analyzed regarding total Hispanic BPA workforce. • Table A4-1 was analyzed regarding underrepresentation of BPA Hispanic employees in lower General Schedule Grades. • Table A8 was analyzed regarding the underrepresentation of BPA Hispanic new hires. 	
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	After reviewing the above information, it appears that BPA's recruitment and hiring/selection practices have not resulted in substantial improvements in the participation rates of Hispanics.	
OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	BPA will review and expand, as appropriate, its recruitment efforts with minority-serving institutions and other organizations involved in the hiring and placement of Hispanics, and will encourage BPA management to work towards having a workforce that mirrors the diversity in the CLF. BPA will continue to review statistical data regarding the BPA Hispanic workforce for improvements.	
RESPONSIBLE OFFICIAL:	Chief Human Capital Officer; Civil Rights & EEO Manager	
DATE OBJECTIVE INITIATED:	October 2009	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2020	

EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier		
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (Must be specific)	
Increase recruitment visits at Hispanic career fairs and conferences.		Ongoing	
Make contact with the Hispanic Association of Colleges and Universities (HACU) and other professional organizations to assist in obtaining an increased number of Hispanic referrals.		Ongoing	
Continue partnership with Portland's Hispanic Metropolitan Chamber of Commerce and continue to sponsor BPA employee participation in the Hispanic Chamber's Latino Leadership Development Program.		Ongoing	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE			
<p>Accomplishment: Since 2008, BPA has supported and sponsored the participation of 12 Hispanic BPA employees in an external leadership development program lead by the Portland Hispanic Metropolitan Chamber of Commerce. The Latino Leadership Development Program allows BPA employees to participate in leadership development curriculums and bring their learning experiences back to BPA. Participation also states that BPA graduates will mentor other BPA employees who compete and are selected to participate in the program in the future.</p> <p>Latino Leadership Program Curriculum:</p> <ul style="list-style-type: none"> ■ Leadership Through Emotional Intelligence ■ Leadership Practices ■ Ethical Leadership ■ Leadership in Government and Public Policy ■ Leadership Through Communication/ Problem-Solving Skills ■ Developing an Effective Leadership Team ■ Presentation Skills ■ Strategic Planning ■ Project Implementation ■ Working with the Media ■ Negotiation Skills ■ Change Acceleration Process (CAP) ■ "The Brand Called You" ■ What is Upper Management Looking For? <p>Accomplishment: BPA advertised and/or attended in the following publications/career fairs</p> <ul style="list-style-type: none"> • Diversity Careers—advertised in this publication • Equal Opportunity Employer-advertised in this publication • Black EOE Journal publication-advertised in this publication • Women in Trades Publication-advertised in this publication and co-sponsored women in trades event/had a career booth/had demonstration booths as well. • American Association of Blacks in Energy Conference publication. • Northwest Youth Expo Conference Program-advertised in their brochure and had a career booth at this event • Portland Observer publication- advertised in MLK edition • The Skanner- local Portland publication- advertised • Hispanic Employment and Business Fair – advertised in event brochure and sponsored a career booth at event • Tapping Fresh Talent Event – Disabled Workers career fair • Continued partnership with Portland's Metropolitan Hispanic Chamber by sponsoring BPA employee participation in the Hispanic Chamber's Latino Leadership Development Program. BPA sponsored one employee in FY13. 			
FY13 veterans recruitment schedule			
Date	Event	Location	Participants
11/13/2012	Hiring our Heroes Veterans Career Fair	Portland OR	200

11/15/2012	Veteran Hiring Event/ Worksource	Vancouver WA	150
1/7/2013	Transitioning Veterans Hiring Event/Ft. Lewis-McChord Base	Lakewood WA	80
1/8/2013	Veterans Electrical Apprentice Recruitment Veterans Presentation/Bangor Submarine Base	Bremerton WA	55
2/1/2013	Veterans Electrical Apprentice Presentation/Worksource	Vancouver WA	20
5/16/2013	hiring our Heroes Veterans Event/Worksource	Vancouver WA	200
8/7/2013	Hiring Heroes Veterans Event/Ft. Lewis-McChord Base	Lakewood WA	300
8/20/2013	Veterans Diversity Fair	Bellevue WA	50
			1055

BONNEVILLE POWER ADMINISTRATION

FY 2012 MD-715

PART I

WOMEN

EEOC FORM 715-01 PART I	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Bonneville Power Administration	FY <u>2013</u>	
<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>BPA participation rate for all women overall decreased slightly from 2012 of 34.34% to 33.81% which is still below the CLF of 48.14%. Table A1, Total Workforce</p> <p>In the Executive/Senior Level (Grade 15 and Above). Hispanic women increased from 1 to 3 and represent 2.19% of the workforce. White women decreased by 1, with the total at 25 and represent 18.25%. Black or African American women increased from 2 to 3 and represent 2.19%. Asian women increased from 0 to 3 and now represent 2.19%. Native American or Alaska Native women also increased from 0 to 1 and represent 0.73%. Native Hawaiian or Other Pacific Islander remains at zero representation. Women of two or more races decreased from 1 to 0 and have zero representation. Table A3, Occupational Categories.</p> <p>In Mid-level (Grade 13-14), Women overall decreased from 161 to 148 and represent 31.49% of the workforce. Hispanic women decreased from 5 to 2 and represent 0.43%. White women decreased from 138 to 132 and represent 28.09%. Black or African American women decreased by 1 to 4 and represent 0.85%. Asian women decreased by 1 to 10 and represent 2.13%. Native Hawaiian or Other Pacific Islander and American Indian or Alaska Native women continue to have zero representation. Table A3, Occupational Categories.</p> <p>In the First Level (Grade 12 and below), Hispanic, Black or African American, Asian, Native Hawaiian or Other Pacific Islander, American Indian or Alaska Native and Two or more races have zero representation. Table A3, Occupational Categories.</p> <p>Native American or Other Pacific Islander and women with two or more races have zero representation through all grades 01 through SES. Table A4, Participation Rates by GS Grade (Permanent)</p> <p>Native American or Other Pacific Islander and women with two or more races have zero representation through all grades 01 through SES. Table A4, Participation Rates by GS Grade (Temporary)</p> <p>BPA does not employ wage grade employees, therefore Tables A5 Participation Rate for Wage Grade Permanent and Temporary are zero.</p> <p>Major Occupations: Women overall have lower participation rates in the major occupations of Substation Operators & Dispatchers of dropped from 10.50% to 10.10% compared to Regional CLF of 12.00%. General Business Series 1101 of increased from 50% to 52.25% but still below the CLF of 56.50%. <i>Table A6 Workforce Participation rates for Major Occupations.</i></p> <p>White women have zero presentation in the low participation rates in major occupations categories of Substation Operators & Dispatchers (series 5407), Information Technology Specialist (Series 2210), Public Utilities Specialist (Series 1130), and General Business (Series 1101). <i>Table A6</i></p> <p>Hispanic or Latino women have zero representation in the major occupations of Electrical Worker (Lineman and Electrician), Mechanical Engineers Series 830, and SPC Craftsman (Series 2606).</p>	

	<p>Black or African American have zero representation in the major occupations of Electrical Worker (Linemen, Electrician) Series 2810, Substation Operators & Dispatchers (series 5407), and SPC Craftsman (Series 2606). <i>Table A6</i></p> <p>Asian women have zero representation in the major occupations of Electrical Worker (Linemen, Electrician) Series 2810, Substation Operators & Dispatchers (series 5407), Mechanical Engineer (Series 830), and SPC Craftsman (Series 2606). <i>Table A6</i></p> <p>Native Hawaiian or Other Pacific Islander women have zero representation in all of the major occupations except Public Utilities Specialist (Series 1130). <i>Table A6</i></p> <p>American Indian or Alaska Native Women have zero in the major occupations of Electrical Worker (Linemen, Electrician) Series 2810, Substation Operators & Dispatchers (series 5407), Mechanical Engineers (Series 830), Contract Specialist (Series 1102), and SPC Craftsman (Series 2606). <i>Table A6</i></p> <p>Women with two or more races have zero representation in the major occupations of Electrical Worker (Lineman, Electrician) Series 2810, SPC Craftsman Series 2606. They have increased their participation rate from 2012 in Information Technology Specialist Series 2201, Engineer Series 850/855, Public Utilities Specialist Series 1130, General Business Series 1101, and Contract Specialist Series 1102. <i>Table A6</i></p> <p>New Hires by Type of Appointment Permanent and Temporary: The percentage of new hires of permanent female employees was 24 was lower than in FY 2012 representing 36.57% of the workforce. And only 4 were hired in temporary positions representing 17.39% of the temporary hires. No Hispanic women, Native Hawaiian or Other Pacific Islander, American Indian or Alaska Native, nor women of two or more races. One Black or African American and one Asian woman were hired representing 1.19% of total hires. There were no temporary hires for these two categories. <i>Table A8, New Hires by Type of Appointment.</i></p> <p>Tables A7, A9 and A11 are not available due to extenuating circumstances in the BPA's HCM department, there was no responsible party for providing that data, so we are currently waiting for the department to provide it under separate cover</p> <p>Time Off Awards 1-9 hours for women overall increased from 0 in 2012 to 6 in 2013 and all awards were to white women, more than half of the 11 time off awards representing 54.55% of total awards. Women's time off awards averaged 7 hours while men's awards averaged 8 hours. <i>Table A13 Employee Recognition and Awards by Race/Ethnicity and Sex.</i></p> <p>Women received 34.64% from 34.26% of the Monetary Awards (\$100-\$500) compared to males who received 65.36% and decrease from 65.74% in FY2012; and the average amount to women increased \$189 to \$225 as compared to the average amount to men of \$229 which is increased from \$198 in FY 2012. Hispanic women received 1.28% and averaged \$227. White Women received 27.77% and averaged \$225. Asian Women received 3.18% and averaged \$216. Native Hawaiian or Other Pacific American Women received 0.18% and averaged \$210. American Indian and Alaska Native Women received 0.96% and averaged \$210. No women of two or more races received Monetary Awards of \$500 and under.</p> <p>Women received 34.15% of the Monetary Cash awards (\$501</p>
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	<p>and Over). Hispanic women received 1.35% and averaged \$862. White women received 28.20% and averaged \$953. Black or African American received 1.32% and averaged \$957. Asian Women received 2.68% and averaged \$922. Native Hawaiian or Other Pacific American Women received 0.16% and averaged \$757. American Indian or Alaska Native received 0.44% and averaged \$801. No women of two or more races received monetary awards of \$501 and over.</p> <p>Women received 49.12 % of the quality step increases compared to 48.08% in FY 2012. Men received 50.88% of the quality step increases which is a decrease from 51.92% in FY 2012. Hispanic Women received 2.63%, White Women received 43.86%, Black or African American Women received 0.88%. Native Hawaiian or Other Pacific Islander, American Indian and Alaska Native women, and women in two or more races did not receive a QSI in FY 2013. Table A13, Employee Recognition and Awards- Distribution by Race/Ethnicity and Sex.</p> <p>Voluntary separation of women overall represented 35.40% of the total, while men represented 64.60%. Involuntary separations of women represented 36.36%, while men represented 63.64%. The percentage of total separations of permanent female employees increased from 34.34% to 35.40% and the percentage of Women in the permanent BPA workforce of 33.81%. The percentage of separation has continued to increase from 32.62% in FY 10 to 33.00% in FY 11 to 34.34% in FY 12 and to 35.40% in FY 2013. Table A14, Total Workforce – Distribution by Race/Ethnicity and Sex.</p>
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>Tables A1, Total Workforce and A 6 Participation Rates for Major Occupations and A8 New Hires by Type of Appointment, were analyzed Tables A71, A72, A9 and A11 were not included in the analysis because the new recruiting system which was purchased by HCM and implemented in FY 2013 is unable to produce the necessary data. Table A13 Awards and Table A14, Separations were analyzed. Prior years MD-715 and FEORP Reports were also reviewed. Information was obtained for appropriate BPA staff as well as BPA's Diversity Program Plan.</p>
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>After reviewing the above information, it appears that BPA's recruitment and hiring/selection practices have not resulted in significant changes to the participation rates of Women. Through the applicant flow analysis and as identified in the FEORP, work still needs to be done to have a more focused recruitment strategy in reaching all female applicants, both internally and externally.</p>
<p>OBJECTIVE:</p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>BPA will continue to strengthen its recruitment efforts locally, through community partnerships, outreach efforts, apprentice and Pathways Programs and other organizations involved with the hiring and placement of women. BPA will continue to encourage its management to work towards a diverse workforce that mirrors the community that we serve and the civilian labor force. BPA will review statistical data quarterly regarding female employees to ascertain improvement.</p>
<p>RESPONSIBLE OFFICIAL:</p>	<p>Chief Human Capital Officer; Talent Acquisition Manager; Recruitment and Staffing; Strategic Business Partners; BPA Hiring Officials</p>
<p>DATE OBJECTIVE INITIATED:</p>	<p>October 1, 2009</p>
<p>TARGET DATE FOR COMPLETION OF OBJECTIVE:</p>	<p>September 30, 2020</p>

EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (Must be specific)
BPA will obtain a process to gather Applicant Flow data collection and analysis regarding the zero and low participation rates of Women in the various applicant pools. Modification: A new recruiting system was put into place late 2012 and implemented early in FY 2013. However, this system did not produce the desired results; HCM will be continuing the work on this problem through FY 2014 in order to address the inability to produce the required data tables and applicant flow information.		September 30, 2014 and ongoing
BPA will continue its use of Ambassadors to provide outreach to colleges and universities, veterans outreach, and trade organizations, etc. to improve recruitment efforts resulting in placement of Women. Modification: A survey of current Executive Ambassadors will be completed in FY 2014 to identify areas of improvement. An Ambassadors toolkit will be developed and implemented in 2014 for use by the Ambassadors to provide consistent information is provided to all potential applicants. A periodic assessment will be conducted to determine return on investment and if revisions are needed on an ongoing basis.		FY 2014
Continue to participate in the <i>Women in the Trades</i> Fair to continue to outreach for tradeswomen; the fair reaches out to 1,500+ women and girls each year.		Ongoing
BPA's Strategic Business Partners will continue to work with BPA Management and selecting officials about recruitment and hiring strategies for increasing the employment of Women with conspicuous absence and low participation rates.		September 30, 2012 and ongoing
Continue with internal and external Leadership development programs with emphasis on mid-management and non-managerial leadership development.		September 30, 2012 and continuing
Assess the opportunity to leverage recruitment firms with diversity expertise and track record for delivering diverse candidates when necessary to recruit for hard-to-fill and Senior Management opportunities, and for positions where diversity has low representation. Modification: Due to BPA's hiring authority suspension and reconstruction efforts, this action item is on hold.		September 30, 2012 and ongoing

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

Workforce data table A6 was not produced in FY 2013 due to the complications with the new reporting system.

Objective: BPA will continue to work with HCM to obtain Applicant Flow data collection and analysis regarding the zero and low participation rates of Women in the various applicant pools.

Accomplishment: Partial. Implemented new recruiting system, however, the new system does not produce the required reports for reporting of applicant pool participation rates for women.

Objective: BPA will continue its use of Ambassadors to provide outreach to colleges and universities, veterans outreach, and trade organizations, etc. to improve recruitment efforts resulting in placement of Women.

Accomplishment: While not specifically targeted as Recruitment of Women events, with the exception of the Women In Trades event, BPA participated in the following recruitment efforts in FY13 concentrating on Veterans. A survey will be conducted in FY 2014 to assess the current ambassador's toolkit. The results of the survey will determine if the Ambassador toolkit needs to be updated and provided to executives and senior managers and by staff who attend outreach events in the future. Will report on this objective in the next MD-715,

FY13 veterans recruitment schedule			
Date	Event	Location	Participants
11/13/2012	Hiring our Heroes Veterans Career Fair	Portland OR	200
11/15/2012	Veteran Hiring Event/ Worksource	Vancouver WA	150
1/7/2013	Transitioning Veterans Hiring Event/Ft. Lewis-McChord Base	Lakewood WA	80
1/8/2013	Veterans Electrical Apprentice Recruitment Veterans Presentation/Bangor Submarine Base	Bremerton WA	55
2/1/2013	Veterans Electrical Apprentice Presentation/Worksource	Vancouver WA	20
5/16/2013	hiring our Heroes Veterans Event/Worksource	Vancouver WA	200
8/7/2013	Hiring Heroes Veterans Event/Ft. Lewis-McChord Base	Lakewood WA	300
8/20/2013	Veterans Diversity Fair	Bellevue WA	50
			1055

Objective: BPA Human Capital Management function will continue to work with Management and selecting officials regarding recruitment and hiring strategies aimed at increasing the employment of Women in fields with low participation rates.

Accomplishment: The *Women in the Trades* Fair is the main outreach we participate in for tradeswomen - it reaches 1,500+ women and girls each year.

Accomplishment: BPA advertised and/or attended in the following publications/career fairs

- Diversity Careers—advertised in this publication
- Equal Opportunity Employer-advertised in this publication
- Black EOE Journal publication-advertised in this publication
- Women in Trades Publication-advertised in this publication and co-sponsored women in trades event/had a career booth/had demonstration booths as well.
- American Association of Blacks in Energy Conference publication.
- Northwest Youth Expo Conference Program-advertised in their brochure and had a career booth at this event
- Portland Observer publication- advertised in MLK edition
- The Skanner- local Portland publication- advertised
- Hispanic Employment and Business Fair – advertised in event brochure and sponsored a career booth at event
- Taping Fresh Talent Event – Disabled Workers career fair

Objective: Create training opportunities focused on educating BPA employees on how to navigate the career network with emphasis on mid-management and non-managerial leadership development.

Accomplishment: Not started. Not scheduled until September 2015 – at this time this is not a prioritized initiative and resources have not been identified for this work.

BONNEVILLE POWER ADMINISTRATION

MD- 715

PART I

PERSONS WITH TARGETED DISABILITIES AND
PERSONS WITH DISABILITIES

EEOC FORM 715-01 PART I	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
US Department of Energy Bonneville Power Administration	FY 2013	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	The BPA Persons With Targeted Disabilities permanent workforce participation rate is at 0.72%, which is significantly below the federal high of 2.0%. The BPA Persons With Disabilities permanent workforce participation rate is at 8.24% which shows a slight decrease of --0.14% from FY 12.	
BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.	Table B1 was analyzed regarding the permanent BPA workforce of Persons With Targeted Disabilities and Persons With Disabilities. Table B4-1 was analyzed regarding the temporary BPA workforce of Persons With Targeted Disabilities and Persons With Disabilities.	
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	In analyzing the tables it appears that limited hiring resources may be affecting the low participation rate of the permanent BPA workforce of Persons With Targeted Disabilities and Person with Disabilities.	
OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Increase representation rates of Persons With Targeted Disabilities and Persons With Disabilities.	
RESPONSIBLE OFFICIAL:	Chief Human Capital Officer; Talent Acquisition, People with Disabilities Program Manager, Hiring Officials	
DATE OBJECTIVE INITIATED:	January 2008	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 2020	

EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Implement BPA's Targeted Recruitment Plan for Individuals with Disabilities which will provide information on special hiring authorities, resources, and outreach/recruitment methods.	Ongoing	
Increase the education and awareness levels of managers and supervisors regarding the Schedule A Hiring Authority.	Ongoing	
Continue to train managers, supervisors, and employees annually regarding diversity, EEO, accessibility, and reasonable accommodation.	Ongoing	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		
<p>FY 13 Goals and Status</p> <p>Goal 1: Create and implement the Persons with Targeted Disabilities (PWTDs) Recruitment and Retention Plan</p> <p>Modification: Hiring goal was not set for FY 13, but will be set in FY 14 for future Fiscal Years.</p> <p>Goal 2: Improve Career Development Opportunities for PWTDs</p> <p>BPA encourages all employees to complete an Individual Development Plan with their manager, which is used to identify training needs necessary to be successful in their current position, and in possible future advancement opportunities.</p> <p>Accomplishment: A standard component of instructions is issued to managers and supervisors as they work with employees on their Performance Plans.</p> <p>Goal 3: Training for Managers and Supervisors on Individuals with Targeted Disabilities</p> <p>Modification: In FY 13 BPA did not create or identify a training class based on Individuals with Targeted Disabilities for Managers and Supervisors.</p> <p>Goal 4: Promote the Individuals With Targeted Disabilities Special Emphasis Program</p> <p>Modification: Information about the Schedule A Hiring Authority is available for managers on BPA's internal Manager's Resource page.</p> <p>The new recruiting system that was supposed to help identify eligible Schedule A candidates did not produce this information.</p> <p>Modification: BPA will create an external webpage on BPA Jobs website to promote Schedule A Hiring Authority once BPA recovers its Hiring Authority and once there is a Person's with Targeted Disabilities Recruitment plan in place.</p> <p><u>BPA will incorporate the following measures for FY 14 and beyond as suggested by the Equal Employment Opportunity Commission:</u></p> <ol style="list-style-type: none"> <u>1. Collect and review applicant flow data to access the recruitment of qualified individuals with targeted disabilities.</u> <u>2. Conduct focus groups with employees and targeted disabilities to discuss their recruitment, hiring and career growth experiences with the agency.</u> <u>3. Meet with disability organizations and universities' Disabled Student Services offices to explore the perceptions of the agency within the disability community.</u> <u>4. Evaluate the career advancement opportunities for employees with targeted disabilities to and through the mission critical occupations.</u> <u>5. Review all occupations and identify series having occupational requirements that may preclude employment of People with Targeted Disabilities.</u> <u>6. Conduct climate assessment (surveys) to obtain feedback from the workforce.</u> <u>7. Resurvey the workforce to ensure accurate disability status information.</u> 		

EEOC FORM 715-01 PART J		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities					
PART I Department or Agency Information	1. Agency		1. U.S. Department of Energy				
	1.a. 2 nd Level Component		1.a. Bonneville Power Administration				
	1.b. 3 rd Level or lower		1.b. N/A				
PART II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities	Enter Actual Number at the...	... beginning of FY.		... end of FY.		Net Change	
		Number	%	Number	%	Number	Rate of Change
	Total Work Force	3101	100%	3008	100%	-93	-3.00%
	Reportable Disability	260	8.38%	251	8.34%	-9	-3.46%
	Targeted Disability*	23	0.74%	22	0.73%	-1	-4.35%
	* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).						
	1. Total Number of Applications Received From Persons With Targeted Disabilities during the reporting period.					0	
	2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.					0	

PART III Participation Rates In Agency Employment Programs									
Other Employment /Personnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability	
		#	%	#	%	#	%	#	%
3. Competitive Promotions	0	0	0.0%	0	0.0%	0	0	0	0.00%
4. Non-Competitive Promotions	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
5. Employee Career Development Programs	0	0	0	0	0	0	0	0	0
5.a. Grades 5 – 12	0	0	0	0	0	0	0	0	0
5.b. Grades 13 – 14	0	0	0	0	0	0	0	0	0
5.c. Grade 15/SES	0	0	0	0	0	0	0	0	0
6. Employee Recognition and Awards	0	0	0	0	0	0	0	0	0
6.a. Time-Off Awards (Total hrs awarded)	84	16	18.18 %	0	0.0%	0	0.0%	68	81.82 %
6.b. Cash Award (Total \$ awarded)	\$7,751,128	\$592,830	7.80%	\$46,940	0.67%	\$151,457	1.80%	\$7,158,298	92.20%
6.c. Quality-Step Increase	114	8	7.02%	0	0.00%	2	1.75%	106	92.98%

Note: Totals in the above table will not add up across each row because the Targeted Disability numbers are accounted for in the Reportable Disability numbers, this is done to avoid double counting.

EEOC FORM 715-01 Part J	Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities
Part IV Identification and Elimination of Barriers	Agencies with 1,000 or more permanent employees MUST conduct a barrier analysis to address any barriers to increasing employment opportunities for employees and applicants with targeted disabilities using FORM 715-01 PART I . Agencies should review their recruitment, hiring, career development, promotion, and retention of individuals with targeted disabilities in order to determine whether there are any barriers.
Part V Goals for Targeted Disabilities	<p>Agencies with 1,000 or more permanent employees are to use the space provided below to describe the strategies and activities that will be undertaken during the coming fiscal year to maintain a special recruitment program for individuals with targeted disabilities and to establish specific goals for the employment and advancement of such individuals. For these purposes, targeted disabilities may be considered as a group. Agency goals should be set and accomplished in such a manner as will affect measurable progress from the preceding fiscal year. Agencies are encouraged to set a goal for the hiring of individuals with targeted disabilities that is at least as high as the anticipated losses from this group during the next reporting period, with the objective of avoiding a decrease in the total participation rate of employees with disabilities.</p> <p>Goals, objectives and strategies described below should focus on internal as well as external sources of candidates and include discussions of activities undertaken to identify individuals with targeted disabilities who can be (1) hired; (2) placed in such a way as to improve possibilities for career development; and (3) advanced to a position at a higher level or with greater potential than the position currently occupied.</p>
FY 13 Goal 1	<p>Recruitment & Retention</p> <p>In accordance with EEOC's suggestion, BPA will create a plan to hire People with Targeted Disabilities that in result will reflect as 2% of BPA's total workforce.</p>
FY 13 Goal 2	<p>Improve Career Development Opportunities for individuals with Targeted Disabilities</p> <ol style="list-style-type: none"> 1. Include the goal to increase representation of employees with Targeted Disabilities in the performance standards of managers and supervisors. 2. Hold managers and supervisors accountable for meeting the hiring goal.
FY 13 Goal 3	<p>Training for Managers and Supervisors on Individuals with Targeted Disabilities</p> <p>Benchmark two to four private/public companies who offer training on individuals with targeted disabilities. Develop/offer training courses for supervisors and managers to ensure awareness of requirements and responsibilities of the individuals with targeted disabilities special emphasis program.</p> <p>Provide managers and supervisors the basic information about the Schedule A Hiring Authority and identify training opportunities.</p>
FY 13 Goal 4	<p>Promote the Individuals with Targeted Disabilities Special Emphasis Program</p> <p>Create a web page on BPA's external website with information specifically focused on individuals with targeted disabilities special emphasis program. Update the internal Civil Rights and EEO webpage as needed.</p>

U.S.DEPARMENT OF ENERGY
BONNEVILLE POWER ADMINISTRATION
FY 2013
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
APPENDICES